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**AIRCREW STANDARDIZATION/
EVALUATION PROGRAM**

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This instruction implements AFPD 10-9, *Lead Designation and Responsibilities for Weapons Systems*; AFPD 11-4, *Aviation Service*, and AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and provides guidance on how to structure and monitor an aircrew Stan/Eval program.

It is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and aircrew personnel assigned or attached to all flying activities of these commands. This publication applies to Air Force Reserve Command, the Air

National Guard, and to USAF aircrew personnel assigned to active flying positions in the Civil Air Patrol. MAJCOMs, field operating agencies (FOAs) and Headquarters United States Air Force (HQ USAF) direct reporting units (DRUs) will supplement this instruction. MAJCOMs, FOAs and HQ USAF DRUs will coordinate their supplement to this instruction with AF/A3O-AI before publication and forward one copy to AF/A3O-AI after publication. Units will coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable, prior to publication. Air Force Reserve Command (AFRC)/Air National Guard (ANG) units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with Stan/Eval oversight responsibility. Units will forward one copy of their supplement to said higher headquarters after publication. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels, to AF/A3O-AI, AFA3O-AI.Workflow@Pentagon.af.mil.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) *Records Disposition Schedule (RDS)* located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

(AFMC) AFI 11-202, Volume 2, Dated 13 Sep 2010, Incorporating Change 1, 18 October 2012 is supplemented as follows:

(AFMC) This instruction implements AFD 11-2, *Aircraft Rules and Procedures*. This supplement describes AFMCs procedures for use in conjunction with the basic AFI. It applies to all AFMC flying activities with primary aircrew assigned or attached for flying. This supplement does not apply to the Air National Guard or the US Air Force Reserve units and members except those under AFMC OPCON. This AFI may be supplemented at any level. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

(AFMC) Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) *Records Disposition Schedule (RDS)*.

(AFMC) Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

(AFMC) This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act

(AFMC) of 1974), and Executive Order 9397 as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers, November 18, 2008.

SUMMARY OF CHANGES

This interim change amends the Aircrew Flight Equipment Performance Evaluation. Aircrew Flight equipment will be assessed during PE part II events. See Paragraph 2.3.3.2, and Paragraph 2.5 and sub-paragraphs for new guidance. This interim change incorporates the information of Guidance Memorandum 2015-0. A margin bar (|) indicates newly revised material.

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CHAPTER 1

PURPOSE

1.1. General.

1.1.1. The purpose of the aircrew Stan/Eval program is to provide commanders a tool to validate aircrew readiness and the effectiveness of unit flying, including documentation of individual aircrew member qualifications and capabilities.

1.1.2. Aircrew includes the total complement of rated (pilots, navigators, combat systems operators (CSOs), air battle managers, and flight surgeons), career enlisted aviators (1AXXX Air Force Specialty Codes), and nonrated aircrew personnel (K-, Q-, or X-prefixed Air Force Specialty Code) responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft's mission. See also AFPD 11-4, *Aviation Service*.

1.1.2. (AFMC) Aircrew includes professionally qualified civilian employees of the US Government and qualified employees of government contractors that are trained and certified in the like military position.

1.1.2.1. Includes members in initial formal training for immediate assignment to an authorized operational flying position.

1.1.2.2. This program is not required for cadets participating in US Air Force Academy (USAFA) airmanship programs.

1.2. Objectives.

1.2.1. Provide a system to assess and document individual aircrew proficiency and capability to accomplish assigned flying duties.

1.2.2. Develop and ensure standardization of operational procedures for weapon system employment.

1.2.3. Ensure compliance with appropriate operational, training, and administrative directives.

1.2.4. Evaluate and revise operational directives, procedures, and techniques as required.

1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

1.3. Waiver Authority.

1.3.1. Unless otherwise specified, AF/A3O is the waiver authority for policy guidance in this instruction. Except as provided in this instruction, or by direction of the approving authority, the MAJCOM/A3 is the waiver authority for individual aircrew requirements on a case-by-case basis.

1.3.2. Request waivers through applicable Stan/Eval channels to MAJCOM/A3, (or equivalent). As applicable, MAJCOM/A3s will forward requests to AF/A3O, with an info copy to AF/A3O-AI.

1.3.2. (AFMC) Waivers to the basic guidance outlined in the AFI and this supplement will be routed through appropriate Stan/Eval channels to flying unit commanders, and intermediate level Stan/Eval offices prior to submission to AFMC/A3V. Submit waiver requests on an AFMC Form 73, *AFMC Flight Operations Waiver Request*. AFMC/A3V will forward requests for waivers to basic guidance to the appropriate agency for action.

1.3.3. Waiver authority for supplemental guidance will be as specified in the supplement and approved through higher level coordination authority.

1.3.3. (AFMC) AFMC/A3V is waiver authority for this supplement.

CHAPTER 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS, ORGANIZATION, AND VISITS

2.1. Scope. For the purposes of this instruction, Higher Headquarters (HHQ) includes Headquarters Air Force (HAF), MAJCOM and NAF Stan/Eval and inspection functions.

2.2. HAF.

2.2.1. AF/A3O:

2.2.1.1. Sets policy and guides the conduct and execution of the aircrew Stan/Eval program.

2.2.1.2. Assigns AF/A3O-AI as the Office of Primary Responsibility (OPR) for this instruction.

2.2.2. AF/A3O-AI:

2.2.2.1. Reviews and maintains this instruction.

2.2.2.2. Reviews MAJCOM supplements to this AFI to ensure MAJCOMs comply with basic policy guidance in this instruction.

2.2.2.3. Maintains liaison with Air Staff organizations, MAJCOMs, and aircrew career field managers to ensure compliance by all aircrew personnel.

2.2.2.4. Coordinates with HAF organizations and MAJCOM Stan/Eval functions to ensure guidance in separate AFIs conforms to and complies with basic Air Force policy guidance contained in this instruction.

2.2.2.5. Coordinates with MAJCOM Stan/Eval functions to develop the AF-level aircrew Stan/Eval Self-Assessment Checklist (SAC) as specified in AFI 90-201, *The Air Force Inspection System*. IAW AFI 90-201, uploads the SAC in the Management Internal Control Toolset (MICT). See **Attachment 8**.

2.2.2.5. (AFMC) AFMC/A3V has integrated the MAJCOM level Self-Assessment Checklist (SAC) into the AF-level SAC. This integrated SAC is available in the MICT.

2.2.3. HQ USAF/A3O-AS:

2.2.3.1. Coordinates with HQ USAF/A3O-AT regarding pararescue (PJ) and combat rescue officer (CRO) aircrew policy guidance.

2.2.3.2. Ensures PJ and CRO guidance in separate AFIs conforms to and complies with basic Air Force policy guidance contained in this publication.

2.2.3.3. Is OPR for Guardian Angel (GA) requisites at the Air Force Level.

2.2.4. HQ AFFSA/A3OT: Maintains an online Instrument Examination test bank IAW AFMAN 11-210, *Instrument Refresher Program (IRP)*.

2.2.5. AFMOA/SG3P:

2.2.5.1. Coordinates with HQ USAF/A3O-AT to ensure Flight Surgeon evaluations comply with basic policy guidance in this instruction (see [Chapter 8](#)).

2.2.5.2. Is OPR for the Flight Surgeon requisites at the Air Force level.

2.2.6. **COMBAT CAMERA CFM:** Coordinates with HQ USAF/A3O-AT and MAJCOM Stan/Eval functions to ensure Combat Camera evaluations comply with basic policy guidance in this instruction (see [Chapter 8](#)).

2.2.7. **MAJCOM Gatekeepers.** Coordinate and schedule unit visits IAW AFI 90-201.

2.2.7. (AFMC) AFMC/A3V will coordinate all Performance Evaluation (PE) visits through the AFMC/IG Gatekeeper.

2.3. MAJCOMs.

2.3.1. General.

2.3.1.1. MAJCOM Stan/Eval staffs are primarily responsible for setting policy and establishing administrative processes. Lower echelons of command are primarily responsible for the flying and evaluation functions.

2.3.1.1. (AFMC) The Chief, Flight Operations & Standardization/Evaluation Division (Stan/ Eval) (AFMC/A3V) manages the aircrew, parachute, and aircrew flight equipment programs. AFMC/A3V personnel are exempt from all additional duties, roster duty, courts, and boards except as directed by HQ AFMC/A3.

2.3.1.2. MAJCOM Stan/Eval staffs may fly to maintain current and qualified expertise.

2.3.1.2. (AFMC) AFMC/A3V certified evaluators are authorized to administer any evaluation type within their aircrew specialty/weapon system and on those missions in which they maintain qualification, for any AFMC flying organization or AFRC flying organization under OPCON to AFMC

2.3.1.3. HQ USAF DRUs and the National Guard Bureau (NGB) are considered MAJCOMs for purposes of this instruction.

2.3.2. Functions.

2.3.2.1. In coordination with the appropriate lead MAJCOM, develop and manage applicable AFI11-2MDS, Vol 2, *ictectMDS XX - Aircrew Evaluation Criteria*.

2.3.2.1.1. Some Volumes 2 may be aircrew specific [such as the Aeromedical Evacuation (AE) series] and some may be functionally specific [such as the Flight Test (FT) series].

2.3.2.1.1. (AFMC) AFMC produces a three-volume set of Flight Test (FT) instructions containing attachments for each weapon system flown in AFMC. These instructions are numbered AFI 11-2FT Volume 1, 2, and 3, and will contain the training, evaluation criteria, and operations procedures, respectively, for each weapon system. AFMC uses these instructions in lieu of AFI 11-2 MDS-*Specific* volumes for flying operations.

2.3.2.1.2. MAJCOM functionals will determine policy precedence for AE/FT/PJ/CRO/GA and MDS-Specific policy guidance, in coordination with the

other AFI OPRs. Policy guidance in other series AFIs will not be less restrictive than guidance contained in this AFI and applicable MAJCOM supplements.

2.3.2.1.2. (AFMC) In the absence of published guidance, AFMC units will coordinate with HQ AFMC/A3V for approval of locally developed guidelines. These guidelines should be consistent with similar guidance specified in the appropriate AFI 11-2 MDS-*Specific* volumes. In addition, aircraft on loan to AFMC undergoing short-term flight test programs will be flown according to the lead MAJCOM guidance if no AFMC guidance exists. Flying units are only required to maintain MDS attachments for their applicable aircraft operations.

2.3.2.2. Convene conferences and working groups, as necessary, to review and improve command Stan/Eval policies and procedures.

2.3.2.2. (AFMC) AFMC/A3V will convene an annual Flight Operations Summit to review and discuss field concerns as they relate to operations, flying training, standardization and evaluation policies, aircrew flight equipment, Air Force flight manuals, and contractor operations.

2.3.2.3. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the MAJCOM level to units (see [Chapter 9](#)).

2.3.2.4. Establish guidance for MAJCOM-mandated Stan/Eval software.

2.3.2.4. (AFMC) AFMC/A3 mandates the use of Center Operations On Line (COOL) for all flight management functions in AFMC and AFMC OPCON flying organizations. Specific module exceptions must be approved by AFMC/A3V using the AFMC Form 73 waiver process.

2.3.2.5. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels (OGV, NAF [if applicable], MAJCOM) and IAW AFI 11-215, *USAF Flight Manuals Program (FMP)*. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility, and notify NGB/A3.

2.3.2.6. Assist lead MAJCOMs with the review, updating and distribution of MDS-Specific Master Question Files (MQFs) (see [Chapter 6](#)).

2.3.2.6. (AFMC) AFMC is the lead MAJCOM for flight test operations and test-coded aircraft. AFMC/A3V develops and manages the flight test master question files (MQF) program.

2.3.2.7. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the lead MAJCOM and other user MAJCOMs operating like Mission Design Series (MDS) aircraft.

2.3.2.7. (AFMC) AFMC/A3V develops and manages operational procedures, evaluation criteria and guidance for flight test operations and test-coded aircraft.

2.3.2.8. If requested, assist Safety offices and agencies in evaluation of aircraft mishaps.

2.3.2.9. In the absence of a NAF Stan/Eval function, assume responsibilities listed in paragraph 2.4.

2.3.2.9. **(AFMC)** Due to the absence of Numbered Air Forces (NAFs) within AFMC, AFMC/ A3V assumes all additional responsibilities normally associated with major command (MAJCOM) and NAF Stan/Eval functions. In this regard, AFMC/A3V executes both administrative and flying roles.

2.3.2.10. Observe and/or augment subordinate NAF Stan/Eval visits when feasible.

2.3.2.11. Observe execution of unit missions and provide feedback when feasible.

2.3.2.12. Provide functional area compliance inspection guidance to subordinate organizations and to MAJCOM/IG staffs. Establish procedures in MAJCOM supplements.

2.3.2.12. **(AFMC)** AFMC/A3V will augment AFMC/IG for unit Air Force Inspection System (AFIS) inspections as required and IAW AFI 90-201. AFMC/A3V may also be tasked by AFMC/CC or AFMC/A3 to conduct specific issue focused unit visits as directed. See paragraph 2.5.6 for further detailed guidance related to AFMC/IG led unit inspections. AFMC/A3V unit visits for Performance Evaluations (PE) are detailed in paragraph 2.5–2.5.5

2.3.2.13. Coordinate with MAJCOM/IG functions to schedule unit visits.

2.3.2.13. **(AFMC)** AFMC/A3V will provide the PE schedule to the AFMC/IG gatekeeper semi-annually or as requested. AFMC/A3V will provide results of all Performance Evaluations to the IG gatekeeper as required and IAW AFI 90-201, AFMC Supplement. Additional formal inspections will be coordinated as required.

2.3.3. **Organization.**

2.3.3.1. MAJCOM Commanders will designate the MAJCOM/A3 (or equivalent) responsible for the overall management of the MAJCOM Stan/Eval program.

2.3.3.1. **(AFMC)** AFMC/A3V is responsible for the management of the AFMC Stan/Eval program.

2.3.3.2. AFMC/A3V will consist of the division chief and representative personnel from predominant crew positions and aircraft. Additionally, an aircrew flight equipment and aviation resource management SME will be assigned. AFMC/A3V will appoint Command Chief Pilots (CCPs) for all aircraft, and a Personnel Parachute Program Manager (PPPM) where there is no resident expertise within AFMC/A3V. CCPs serve as experts in their designated aircraft and provide administrative assistance to the headquarters staff. CCPs may be called upon to augment Stan/Eval, administer flight evaluations, attend Flight Manual Review Conferences, prepare and review MQFs and examinations, review proposed changes to flight publications, and other duties as required.

2.3.3.2. **(AFMC)** AFMC/A3V will consist of the division chief and representative personnel for predominant crew positions and aircraft. AFMC/A3V will appoint Command Chief Pilots (CCPs) for all aircraft where there is no expertise resident within AFMC/A3V. CCPs serve as experts in their designated aircraft and provide administrative assistance to the headquarters staff. CCPs may be called upon to augment the Stan/Eval Evaluation Team, administer flight evaluations, attend Flight Manual

Review Conferences, prepare and review MQFs and examinations, review proposed changes to flight publications, and other duties as required.

2.3.4. **Supplements.** MAJCOMs will supplement this instruction IAW AFI 33-360, *Publications and Forms Management*.

2.3.4.1. MAJCOMs will provide staff coordination to AF/A3O-AT for supplements to this AFI.

2.3.4.2. AFRC and ANG will provide supplemental information to be included as part of the respective active duty MAJCOM supplement to this instruction

2.3.4.3. **(Added-AFMC)** Units may publish supplements to this instruction to define local stan/eval processes/programs. Forward proposed supplements to this instruction to AFMC/A3V for approval. The supplement will not be less restrictive than the guidance in the AFMC supplement nor the basic instruction. Send unit supplements to the A3V workflow mailbox for review and approval. Include AFMC/A3V and AFMC/A3O on the distribution list for approved supplements.

2.3.5. **Augmentation.** Each MAJCOM may use augmentees from other MAJCOMs to support or conduct cross-command Stan/Eval program reviews, inspections, and evaluations with concurrence of all the MAJCOM Stan/Eval organizations involved. Augmentees will use the criteria of the MAJCOM they are augmenting.

2.3.5. **(AFMC)** AFMC will select highly qualified flight examiners to augment the A3V staffs on Formal visits, to ensure all aircraft/aircrew are represented to maximum extent possible. The priorities are as follows:

2.3.5.1. **(Added-AFMC)** AFMC Command Chief Pilot (CCP).

2.3.5.2. **(Added-AFMC)** AFMC flight examiners from units external to the unit being evaluated.

2.3.5.3. **(Added-AFMC)** Other MAJCOM evaluators

2.3.5.4. **(Added-AFMC)** To ensure maximum objectivity during the evaluation, team flight examiners will not be assigned to the unit being evaluated.

2.4. NAFs.

2.4.1. **General.** NAF Stan/Eval (MAJCOM Stan/Eval when no NAF Stan/Eval exists) will maintain a tactical focus and perform the operational role in evaluating unit Stan/Eval functions within its chain of command.

2.4.1. **(AFMC)** AFMC mission focus varies from unit to unit. Unit missions may be flight test, depot level maintenance or modification, or variations and combinations. AFMC/A3V Stan/Eval will evaluate each unit in the performance of its mission(s).

2.4.2. Functions.

2.4.2.1. Maintain oversight of Stan/Eval functions in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.4.2.2. Conduct Stan/Eval visits IAW MAJCOM supplements/directives. Coordinate with MAJCOM Stan/Eval and/or MAJCOM/IG functions to schedule visits.

2.4.2.2. (AFMC) See Paragraph 2.5 below for details of the various Stan/Eval Visit programs in use in AFMC.

2.4.2.3. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility, and notify NGB/A3.

2.4.2.4. Provide staff coordination and control of all FCIF items issued from the NAF level to units (see [Chapter 9](#)).

2.4.2.5. Provide qualified flight examiners to augment other MAJCOM and NAF agencies when requested (see paragraph [2.3.5](#)).

2.4.2.6. Administer periodic flight evaluations, when practical, to Chiefs of Stan/Eval or senior Stan/Eval crews in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.4.2.6. (AFMC) Commanders (Center, Wing, & Group), Chiefs of Stan/Eval, (Group level or higher) and CCPs will receive required evaluations from an AFMC/A3V designated examiner. Unit (squadron or detachment) commanders and unit chiefs of stan/eval will receive required evaluations from the next higher level of stan/eval. OG/CC concurrence is not required for AFRC units under OPCON to AFMC. Evaluation requests must be coordinated with AFMC/A3V no later than two weeks in advance of the desired evaluation date. If AFMC/A3V is unable to provide an evaluator, an alternate will be designated. Document on the AF Form 8/8a, *Certificate of Aircrew Certification*, Section D, Additional Comments, with the name and date of the approving official from AFMC/A3V.

2.4.2.7. Observe execution of unit missions and provide feedback when feasible.

2.4.2.7. (AFMC) HHQ evaluators may fly for the purpose of promoting standardization in mission, MDS, or crew functional areas with any AFMC unit or AFRC unit with OPCON to AFMC. The examiner may log evaluator time if qualified and certified as an evaluator in the aircraft, otherwise log "O" or "X" IAW AFI 11-401.

2.4.2.8. Review and coordinate on subordinate unit supplements to this instruction.

2.4.2.8. (AFMC) Units will forward supplements to AFMC/A3V for coordination, review, and final approval.

2.4.2.9. Review subordinate unit Stan/Eval Board (SEB) minutes and, at a minimum, address any action items requiring HHQ assistance.

2.4.3. **Organization.** Typical NAF Stan/Eval staff includes a chief and one flight examiner per crew position per MDS. Manning may be adjusted by the NAF Commander.

2.4.4. **Augmentation.** Each NAF may use qualified augmentees to support or conduct reviews, evaluations, and inspections with concurrence of all the NAF Stan/Eval organizations involved.

2.5. Stan/Eval Visits (SEVs). HHQ Stan/Eval staffs may visit units during the administration of formal inspections (e.g. Combined Unit Inspections), Staff Assistance Visits (SAVs) that were requested by the Commander, or in an informal capacity, as specified in MAJCOM supplements.

Formal unit visits will be coordinated and scheduled with the MAJCOM Gatekeeper IAW AFI 90-201.

2.5. (AFMC) Stan/Eval Visits (SEVs) AFMC/A3V is tasked by AFMC/CC through AFMC/A3 to: Conduct unit Performance Evaluations (PE). Performance Evaluations will consist of two parts. Part I consists of Aircrew/Jumper Performance (APE/JPE). Part I is a graded event. Part II is a Policy/Process Assessment (PPA). Part II is not a graded event for aircrew but will review all flight related operations processes. Other evaluated programs (i.e. Aircrew Flight Equipment, Aviation Resource Management, Survival Evasion Resistance Escape [SERE]) will be assessed for compliance and assessed as Compliant, Compliant with Comments, Not Compliant. Additionally, task evaluations conducted on Aircrew Flight Equipment and SERE Specialists will be graded as Satisfactory or Unsatisfactory and will be documented in applicable training records. The PPA will be completed within 12 months of the Part I Performance Evaluation. AFMC/A3V will evaluate (APE/JPE) each unit approximately once every 24 months. AFE/SERE/ARM programs may be assessed more frequently when deemed necessary by A3V. Documentation and process verification with USAF (AFI 11-series), AFMC and unit guidance is one objective of this program. The more critical objective of the PE is to evaluate aircrew and jumper personnel performance in the conduct of their mission. All AFMC flying units, Air Force Reserve units under AFMC Operational Control (OPCON) and Air Logistics Complexes with AFE related work centers are subject to the provisions of this instruction. NAF coordination for AFRC units under OPCON to AFMC is not required. AFIS inspections are conducted by the AFMC/IG, but may be augmented as needed by AFMC/A3V..

2.5.1. **(AFMC)** AFMC/IG inspects AFMC units for compliance. All aircrew flying related records are considered within the scope of AFMC/A3V PPAs and APE/JPEs. There are nine major operations areas that are covered by this Stan/Eval program; aircrew performance, jumper performance, flight operations, flying training, aircrew standardization-evaluation, contractor operations, Aircrew Flight Equipment, SERE, and Aviation Resource Management. APE/JPE are the key tools to evaluate the performance of unit personnel accomplishing the unit assigned mission. All AFMC flying organizations and AF Reserve units under AFMC OPCON are subject to APE/JPEs.

2.5.2. **(AFMC)** Units will be evaluated (PE Part I) in a vulnerability window of 12-30 months and on an approximate 24-month command average cycle. Individual unit evaluations will be scheduled based on past performance with stronger performance trending toward the 30-month interval. Units will be given little to no notice (24 hours minimum) of commencement of PE Part I (APE/JPE). The chief of AFMC/A3V will provide formal notification to the supervision of the units by any communications means available or necessary. The three evaluation subareas of PE Part I are testing, publications, aircrew/jumper evaluations. The exams, publications checks, and EPEs that occur during a visit may be recorded and used as requisites for a subsequent instrument or qualification evaluations, provided all other requisites are completed within the guidelines established by this publication. Initiation of a PE Part I will typically flow from testing and publications review on the first day to aircrew/jumper evaluations on subsequent days until the specific evaluation quantity objectives have been met. PE Part I team travel costs are funded by AFMC/A3.

2.5.2.1. **(AFMC)** Testing: Aircraft MQF, Non-MQF aircraft knowledge, flight instructions and published guidance, and aircraft BOLDFACE/CAPS are components

of aircrew testing. Testing is required for all qualified aircrew members who are not TDY, DNIF to quarters, on emergency/planned leave, or released for participation in an actual test mission. At least 90 percent of available aircrew must test for the unit to complete the APE/JPE testing evaluation with a rating of excellent or higher. All qualified aircrew members must test unless excused by the Team Chief. Jumpers will test on systems qualified (i.e. Military Free Fall, Static Line). Contractor aircrews will test in their respective crew position/aircraft specialty, or IAW procedures established and coordinated with the GFR. All aircrew members who are multiple qualified must complete tests for each aircraft in which they are qualified. In addition to test questions all aircrew members whose aircraft have BOLDFACE/CAPS will complete a written examination on those items.

2.5.2.1.1. **(Added-AFMC)** Testing MQF or BOLDFACE/CAPS failures will be reported to the flying unit commander immediately. Aircrew who fail the MQF testing portion or BOLDFACE/CAPS will be grounded immediately and re-evaluated prior to the next flight. An unqualified (3) AF Form 8/8a, *Certificate of Aircrew Qualification*, will be completed by AFMC/A3V and placed in the aircrew member's FEF.

2.5.2.1.2. **(Added-AFMC)** For rated officers (Pilots, WSOs, Navigators/CSOs), tests will be 40 questions; 20 derived from aircraft specific MQFs, 10 non-MQF questions derived from the aircraft specific flight manuals covering notes, warnings, cautions; operations limits; normal and emergency procedures; and 10 questions derived from the following flight/instrument instructions, and other applicable guidance: AFI 11-202 Vol 3, *General Flight Rules*; AFI 11-2 FT Vol 3, *AFMC Flight Test Operations Procedures*; AFMAN 11-217, *Instrument Flight Procedures*; AFI 11-218, *Aircraft Operations and Movement on the Ground*; AFH 11-203, *Weather for Aircrews*; APAM 11-216, *Air Navigation*, and other applicable guidance such as unit supplements and local aircrew guides (IFG) etc.

2.5.2.1.3. **(Added-AFMC)** For career enlisted aviator (CEA) primary aircrew tests will be 30 questions; 20 questions derived from the aircraft specific MQF, and 10 questions derived from the aircraft specific flight manual covering notes, warnings, cautions; operations limits; normal and emergency procedures.

2.5.2.1.4. **(Added-AFMC)** For career enlisted aviator and rated mission aircrew (CSO, FA, ABM, ASO, MCC, AMT, Scanner, etc) and Non-Rated (X-prefix) tests will be 20 questions derived from the aircraft specific MQF.

2.5.2.1.5. **(Added-AFMC)** Government Civilians and Contractor personnel will test according to their like military specialties as listed above.

2.5.2.1.6. **(Added-AFMC)** The MQF portion of the tests administered during an evaluation will qualify as the closed book portion of the instrument/qualification recurring evaluation requisites. At the unit commander's discretion, they may also count as a periodic test to be used as part of the unit go/no-go process.

2.5.2.2. **(Added-AFMC)** Publications

2.5.2.2.1. **(Added-AFMC)** Flight Publications: Unit (FCIF Library) and individual flight publications, checklists, and in-flight guide. Each primary aircrew member's

publications (Flight Manual, Checklists, and In-flight Guides) will be evaluated for completeness and currency. At least 90 percent of available aircrew publications must be evaluated for the unit to complete the flight publication portion of the APE/JPE with a rating of excellent or higher. The quantity of publications varies from aircraft to aircraft; however, expect all technical orders, checklists, and in-flight guides to be evaluated. Units may maintain individual aircrew technical order publications using electronic means. Each individual's storage media (typically CD-ROM) will be provided for publications evaluation. Assigned aircrew may be asked to demonstrate use of the CD-ROM/Electronic Technical Order in an appropriate viewing device, such as a desktop computer or Electronic T.O. viewer and knowledge of outstanding supplements and/or operating procedures. Units may use common access media to maintain publications as well (typically SharePoint or other common use process). If this process is used, the unit must have control processes in place. The control process must ensure the TO data is protected from unauthorized disclosure/distribution. Control of the TOs will meet the requirements based on the distribution statement on the most restrictive TO. Any flight crew member who requests a personal copy will have it provided.

2.5.2.2.2. **(AFMC)** Common Use Publications. Publications in the unit for common use will be evaluated for completeness and currency. Examples of common use publications are FCIF library, fly-away kits, and Duty/SOF desk libraries.

2.5.2.3. **(Added-AFMC)** Aircrew Evaluations: Qualification, Instrument, Spot, Instructor, Mission.

2.5.2.3.1. **(Added-AFMC)** Flight and ground evaluations will be administered during each evaluation visit. The number of evaluations given is based on aircrew and aircraft availability. While no minimum number of evaluations is required, it is desired to evaluate the unit supervision, unit chief of Stan/Eval, and other unit aircrew with a minimum goal of 30% (by aircraft and crew position) of assigned and attached aircrew receiving an evaluation.

2.5.2.3.2. **(Added-AFMC)** Instrument, qualification and spot checks will be administered. Spot checks may be administered by an AFMC/A3V designated evaluator who is not be qualified in the evaluation aircraft, but holds a different aircraft qualification. SEFE objectivity checks will be given to evaluate unit SEFE compliance and judgment when performing the evaluator role.

2.5.2.3.3. **(Added-AFMC)** Ground emergency procedure evaluations (EPE) will also be administered to evaluate aircrew knowledge of emergency procedures, general knowledge, and CRM principles. This EPE will cover as a minimum all boldface/CAPS (if applicable), knowledge of aircraft systems, plus various emergency situations which could occur during the performance of the unit's primary mission.

2.5.2.3.4. **(Added-AFMC)** Flight evaluations accomplished during APE/JPE will be documented with AF Forms 8/8a's. AFMC/A3V evaluators will prepare the AF Form 8/8a on the unit examinee to include examiner remarks and Block 1 signature. All SPOT evaluations will be completed and the AF Form 8/8a will be closed out.

Units being evaluated will accomplish all other AF Forms 8/8a actions. The unit's process for logging, preparing, and tracking unit prepared AF Forms 8/8a will be observed as part of the formal unit evaluation.

2.5.2.4. (AFMC) DELETE

2.5.2.4.1. (AFMC) DELETE

2.5.2.4.2. (AFMC) DELETE

2.5.2.4.3. (AFMC) DELETE

2.5.2.5. (AFMC) PE Ratings. The APE/JPE overall rating is derived from combining unit performance in the three sub-areas of testing, publications, and evaluations. These three areas are weighted by the Chief of AFMC/A3V based on specific objective criteria contained in AFMC/A3V OI 11-1. The aircrew and jumper performance during evaluations is the more significant factor followed by testing and lastly publications. The testing and evaluations sub-areas will follow the five-tier narrative grades of: Outstanding, Excellent, Satisfactory, Marginal, and Unsatisfactory; the publications sub-area will follow a three-tier narrative of: Satisfactory, marginal, and Unsatisfactory.

2.5.2.6. (AFMC) Outstanding performers. Commendable and top aircrew/jumper performers could be identified during the evaluation. Selection is based on overall individual performance as well as observed contribution to the unit mission in the operations areas.

2.5.2.7. (Added-AFMC) The Chief of AFMC/A3V and/or team chief for unit visits will coordinate with local unit commanders for aircrew members to accomplish continuation training during HHQ visits.

2.5.3. (Added-AFMC) Policy/Process Assessment

2.5.3.1. (AFMC) Unit PPAs will be scheduled 12 months following the last PE Part I. This will provide a PPA opportunity on a command average 24-month cycle and execute a review of the unit as they enter the next PE Part I zone of 12-30 months. Exceptions: AFE/SERE/ARM programs may be assessed more frequently when deemed necessary by A3V. 412 OG and subordinate units: PPA will be a single event and scheduled via A3V and 412 OG coordination on a 24-month cycle. A minimum footprint concept will be utilized, typically one aircrew, one Aircrew Flight Equipment and one Aviation Resource Management A3V staff member for 2 working days per squadron/det unit. PPA team travel costs are funded by AFMC/A3.

2.5.3.2. (AFMC) Operations areas are flight operations, aircrew training, Stan/Eval, contractor operations, Aircrew Flight Equipment, SERE, and Aviation Resource Management. AFE will be assessed based on five sub areas: Program Management, Technician Training, Continuation Training, Quality Assurance/Control, and Equipment. SERE will be assessed based on three sub areas: Program Management, Specialist Training and Risk Management. Aviation Resource Management (ARM) will be assessed on sub areas at the discretion of the A3V SME. Local Host ARM, Squadron ARM, and Tenant ARM will be evaluated as applicable. All processes will be assessed by validating all policy/processes mandated by applicable 11-series AFIs

and AFMC supplements. AFE/SERE task evaluations will be administered during each evaluation visit. The number of evaluations given is based on the number of assigned personnel and tasks applicable to the unit. There is no minimum goal for task evaluations. Task evaluations of the AFE/SERE course instructors will be completed as applicable to the unit. Course and instructors evaluated will be selected by the AFE/SERE SME. Equipment type and technicians will be chosen by the AFE/SERE SME when conducting task evaluations. All AFE/SERE task evaluations will be documented on an AF Form 803, *Report of Task Evaluations*. Instructor evaluations will be documented on an AFMC Form 261, *Instructor Evaluation Checklist*. ARM training will be evaluated by task evaluations and documents on the AF Form 803. PPA results will be documented with a letter report to the unit from the PPA team chief. The PPA is not a graded event for aircrew and will not receive a grade. However, other evaluated programs (i.e. Aircrew Flight Equipment, Aviation Resource Management, SERE) will be assessed for compliance and will be noted as Compliant, Compliant with Comments, Not Compliant. Additionally, task evaluations conducted on Aircrew Flight Equipment and SERE Specialists will be graded as Satisfactory or Unsatisfactory and will be documented in applicable training records. Formal responses are not required unless an observation requires a corrective action plan identified for approval at the A3V or higher level. Formal responses are generally associated with repeat write-ups or issues affecting safety of flight. Unit completed Self –Assessment Checklists may be used to augment the PPA.

2.5.3.3. **(Added)** Commendable and top AFE/SERE/ARM performers could be identified during the PPA. Selection is based on overall individual performance and observed contribution to the unit mission in the operations areas.

2.5.4. **(Added-AFMC)** DELETE with sub-paragraphs

2.5.5. **(Added-AFMC)** PE Part I and Part II Support.

2.5.5.1. **(Added-AFMC)** PPA Support. The Host unit will coordinate and provide unit funding fund cite authorization 30 days prior to the start of a PPA.

2.5.5.2. **(Added-AFMC)** PE Part I Support. Due to the short/no-notice nature of PEs, the Host unit may be unable to coordinate and provide all of the support items desired. However, unit POCs should do everything possible to provide the following items.

2.5.5.2.1. **(Added-AFMC)** A current aircrew qualification roster (letter of x's) via MAJCOM operations software be updated as well as projected weekly flying schedule, key personnel list and Unit Mission Statement be forwarded to A3V POC.

2.5.5.2.2. **(Added-AFMC)** Ground Transportation (motor pool, GSA motor pool, or rental vehicles). The unit POC is requested to be available at team arrival with access to government ground transportation to distribute.

2.5.5.2.3. **(Added-AFMC)** Rooms for in-brief, out-brief, aircrew testing, publications checks, and team work center. In/out-brief rooms should be capable of MS Office PowerPoint projection. The testing area should allow all unit personnel to test as a group in the same room. Team work center should be large enough for seven evaluators with work areas large enough to inspect all unit personnel publications;

unless a separate room is provided for publication inspections. If facilities are inadequate for testing and publications, the unit POC will coordinate with the AFMC/A3V POC to identify different shifts or locations for testing and publications inspections.

2.5.5.2.4. **(Added-AFMC)** Computer requirements are at least one desktop computer with access to a printer. Software needs will vary with release and purchase of new office software by USAF. The latest version of MS Office is required. While LAN/Internet connections are not mandatory, they are strongly desired. Copier requirements are one copier (access only) with appropriate passwords if required. Access to a shredder is also required.

2.5.5.2.5. **(Added-AFMC)** Telephone requirements are a minimum of one class A DSN lines plus LAN/Internet if available. A comprehensive in-brief from the unit commander or his representative will be delivered immediately following the HQ AFMC/A3V in-brief.

2.5.5.3. **(Added-AFMC)** DELETE

2.5.6. **(Added-AFMC)** Formal Inspections: Units will be subject to formal inspections IAW AFI 90-201 and AFMC/IG requirements. A formal inspection may be directed by AFMC/CC or AFMC/A3 in conjunction with the AFMC/IG when significant compliance or performance issues are in question. The support requirements of a PE Part I are required.

2.5.6.1. **(Added-AFMC)** Inspections will assess the unit compliance with USAF, AFMC and unit guidance in the areas outlined in the PPA portion of this guidance.

2.5.6.2. **(Added-AFMC)** Additionally, a PE Part I may be conducted during an Inspection as directed by AFMC/A3 or AFMC/IG.

2.5.6.3. **(Added-AFMC)** Inspection Ratings will be IAW AFMC/IG processes and AFI 90-201.

2.5.6.4. **(Added-AFMC)** Inspection Findings will be IAW AFMC/IG processes and AFI 90-201.

2.5.7. **(Added-AFMC)** Staff Assistance Visits (SAV). A SAV is available to provide help and guidance to a unit to understand and implement the intent of higher headquarters policy. The SAV gives AFMC/A3V personnel an opportunity to provide training to the unit. The scope of the SAV is determined by the unit requesting the assistance and only at the request of the unit. All SAVs will be coordinated with the AFMC/IG Gatekeeper. SAVs are not a graded event and will not be used as a tool to prepare for formal evaluations or inspections. The field unit requesting the SAV will fund travel/TDY costs.

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. For purposes of this instruction, "unit" includes levels of organization under HHQs required to establish a Stan/Eval function. Most units are composed of an Operations Group (OG) and flying squadrons/detachments (henceforth in this AFI, "squadron" will be used synonymously with "detachment"). Where there is no parent OG, squadrons will assume duties listed for OGs.

3.2. Operations Group. The conduct of the unit level Stan/Eval program is directed by the OG/CC.

3.2.1. OG/CC Responsibilities.

3.2.1.1. Provide manpower to the unit Stan/Eval function to execute the duties directed by this AFI.

3.2.1.2. Designate OG Stan/Eval (OGV) flight examiners (see paragraph 4.2.3).

3.2.1.3. Provide the means to procure the necessary materials for mission planning, pre-flight briefings, and flying supervision.

3.2.1.4. Provide a suitable Stan/Eval testing area.

3.2.1.5. Direct supplementary evaluations (see Chapter 9).

3.2.1.6. Chair the SEB.

3.2.1.7. Establish procedures to implement MAJCOM-mandated Stan/Eval software.

3.2.2. OGV Functions.

3.2.2.1. At the OGV level, emphasis is on overall unit standardization. Under direction of the Chief of OGV, flight examiners will ensure standardization among squadron Stan/Eval functions and squadron-assigned flight examiners.

3.2.2.2. Establish procedures for review and quality control of AF Forms 8, *Certificate of Aircrew Qualification*, and (if applicable) AF Forms 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*.

3.2.2.3. Establish procedures to maintain and review unit Flight Evaluation Folders (FEFs). If not maintained by the squadron Stan/Eval function, maintain unit FEFs.

3.2.2.4. Establish procedures for requisite Aircrew Exams (see Chapter 6).

3.2.2.5. Establish and maintain a trend program.

3.2.2.5.1. Scope will include trend analysis of all evaluations.

3.2.2.5.1. (AFMC) Unit trend programs will consist of tracking flight evaluations, flight evaluation discrepancies, and ground requisite examinations.

3.2.2.5.2. For units with more than one type of MDS and/or crew positions, combine discrepancies common to all MDSs/crew positions to determine trends (e.g., instrument procedures).

- 3.2.2.5.3. For Formal Training Units (FTUs) and Combat Crew Training Squadrons (CCTSSs), maintain separate trend data for students and instructors.
- 3.2.2.5.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR).
- 3.2.2.5.5. Report trends and status to the OG/CC during the SEB until closed (see [Attachment 2](#)). Maintain an archive of trend data for at least one year from the date the trend was identified.
- 3.2.2.6. Conduct supplementary evaluations as directed by the OG/CC.
- 3.2.2.7. Conduct SEBs and document IAW [Attachment 2](#) and MAJCOM supplement.
- 3.2.2.7. (AFMC) All units will forward the current meeting minutes to AFMC/A3V. For small units (10 or less aircrew) where a Formal standardization evaluation board (SEB) would not be practical, a Stan/Eval status letter will be generated to inform unit personnel on Stan/Eval related issues. This letter will encompass all the requirements listed in [Attachment 2](#). These minutes will be kept for 1 year.
- 3.2.2.8. Establish and maintain the unit FCIF program.
- 3.2.2.9. Establish procedures to manage the flight publications program IAW AFI 11-215 and TO 00-5-1.
- 3.2.2.10. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility, and notify NGB/A3.
- 3.2.2.10. (AFMC) Group Level Standardization/Evaluation (OGVs) organizations will advertise the AF Form 847, *Recommendation for Change of Publication* program through newsletters, SEB and support unit level programs. Units are highly encouraged to use electronic AF Forms 847 and e-mail to process and forward AF Forms 847 to AFMC/A3V for action.
- 3.2.2.11. Ensure annual Military Training Route (MTR) and Air Refueling (AR) Track reviews (for the MTRs and ARs for which the unit is OPR) are accomplished and documented IAW AFI 13-201, *Airspace Management*. Document status of reviews in the SEB minutes (see [Attachment 2](#)).
- 3.2.2.12. Manage the Operations Supervision program as applicable IAW AFI 11-418, *Operations Supervision*. Established procedures will be documented in a unit supplement.
- 3.2.3. **OGV Organization.** OGV staff will consist of a Chief of Stan/Eval and should include at least one flight examiner per crew position per MDS. Manning and organization may be adjusted IAW MAJCOM supplement or with OG/CC approval. If the OG/CC approves adjustments, notify the NAF and MAJCOM Stan/Eval functions, and document in the SEB minutes.
- 3.2.3. (AFMC) Due to limited manning, OG commanders will determine manning levels sufficient to complete the stan/eval requirements. As a minimum, OGV staff will consist of the Chief of Stan/Eval and no more than one flight examiner per crew position per MDS.

3.2.3.1. The chief of Stan/Eval will be a certified flight examiner in a unit weapon system. For units undergoing conversion, the Chief of Stan/Eval may be qualified in the weapon system to which the unit is converting, even if none are yet assigned.

3.2.3.2. The chief of Stan/Eval will report directly to, and be rated by, the OG/CC. For units not collocated with the parent wing/group, the Chief of Stan/Eval will report directly to and be rated by the unit commander, or as specified by MAJCOM supplement.

3.2.3.3. The OG/CC may designate additional OGV flight examiners who are not assigned to OGV when necessary to meet unique unit requirements. Document in the SEB minutes (see [Attachment 2](#)).

3.2.3.3. (AFMC) Send copies of designation documentation to AFMC/A3V. The Letter of X may be used.

3.2.3.4. The OG/CC may designate Stan/Eval Liaison Officers (SELOs) to assist OGV in administrative duties.

3.2.3.4. (AFMC) Unit commanders will appoint a Stan/Eval Liaison Officer (SELO) to accomplish any of the above duties not performed by OGV. Where there is no parent Operations Group Stan/Eval function (OGV), there will be a unit Chief of Stan/Eval who will assume those additional responsibilities.

3.2.3.5. At the discretion of the OG/CC, OGV and squadron Stan/Eval functions may be combined.

3.3. Squadron. (Any or all of the following responsibilities may be assumed at a higher level in situations where a squadron Stan/Eval function does not exist, as specified in MAJCOM and/or unit supplements to this instruction.)

3.3.1. Squadron Commander Responsibilities:

3.3.1.1. Designate squadron flight examiners (see paragraph [4.2.3](#)).

3.3.1.1. (AFMC) AFMC/A3V will publish a letter of certification for all HHQ evaluators. Units with HHQ evaluators attached will annotate and will certify on the local unit Letter of X's as evaluator in their respective crew position and weapon system. Send notification of all attached flight examiners to AFMC/A3V.

3.3.1.2. Attend as many evaluation debriefings as practical.

3.3.1.3. May designate SELOs to assist in administrative Stan/Eval duties.

3.3.1.4. Ensure that individuals whose periodic evaluations expire either within three months after their departure for a Permanent Change of Station (PCS) to a flying assignment in the same weapon system, or during an upcoming Temporary Duty (TDY) (flying or non-flying), complete the required evaluation(s) before departing. Coordinate with the gaining OG/CC for any instances where this requirement cannot be met. **Note:** Applies to extended TDY that may preclude the member from completing a required evaluation within the prescribed eligibility period.

3.3.2. Squadron Stan/Eval Functions. The focus of the Stan/Eval program is at the squadron level. Its backbone is the program established by the squadron commander and administered by flight examiners embedded within the squadron.

3.3.2.1. Manage and conduct aircrew evaluations and supplemental evaluations IAW published guidance.

3.3.2.2. Implement Stan/Eval aircrew exam procedures IAW published guidance.

3.3.2.3. Implement OGV FEF maintenance and review guidance.

3.3.2.4. Assist OGV in managing the trend program (see paragraph 3.2.2.5.).

3.3.2.5. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility, and notify NGB/A3.

3.3.2.6. Assist OGV in implementing the flight publications program IAW AFI 11-215 and TO 00-5-1 and ensure compliance with the OG FCIF program.

3.3.2.7. Ensure proper completion, routing, and filing of AF Forms 8/8a.

3.3.2.8. Advise squadron leadership of aircrew progression toward completion of requisites and flight evaluations.

3.3.2.9. Implement OG guidance on the usage of MAJCOM-mandated Stan/Eval software.

3.3.2.10. **(Added-AFMC)** Transmit (e-mail preferred) “Letter of X’s” on a monthly basis to AFMC/A3V. Units may use COOL with appropriate access privileges to fulfill this requirement. OG/OGV may consolidate unit Letter of X’s into a single document if COOL is not used.

3.3.3. Squadron Stan/Eval Organization.

3.3.3.1. The squadron Stan/Eval function will consist of a Chief of Stan/Eval who is a certified flight examiner in a squadron weapon system.

3.3.3.1.1. Waiver authority is the OG/CC. Document waivers in SEB minutes (see [Attachment 2](#)).

3.3.3.1.1. **(AFMC)** Waiver authority for AFMC units and AFRC units under OPCON to AFMC is AFMC/A3V.

3.3.3.1.2. For units undergoing conversion, the chief of Stan/Eval may be qualified in the weapon system to which the unit is converting, even if none are yet assigned.

3.3.3.2. The chief of squadron Stan/Eval will report directly to and be rated by the squadron commander, or as specified by MAJCOM supplement.

3.3.3.3. Further manning will be as directed by the MAJCOM and/or unit supplement.

3.3.3.3. **(AFMC)** Due to limited manning, Squadron/Unit commanders will determine manning levels sufficient to complete the stan/eval requirements. When “in unit” evaluators are not available, operations group commanders may approve the use of attached fliers as evaluators. Submit information copies of approval on an AFMC Form 73 *AFMC Flight Operations Waiver Request*, to AFMC/A3V.

Chapter 4

FLIGHT EXAMINERS

4.1. General. The evaluation portion of the Aircrew Stan/Eval Program is administered by flight examiners at the HHQ and unit levels.

4.2. Selection.

4.2.1. Select flight examiners from the most highly qualified and experienced instructors (*EXCEPTION:* Senior flight examiners, see paragraph 4.4.).

4.2.1. (AFMC) Training in accordance with AFI 11-202 Volume 1, AFMC Sup 1, will be completed prior to assuming flight examiner duties.

4.2.2. The chief of the respective MAJCOM or NAF Stan/Eval function will select and designate in writing HHQ flight examiners. Copies of the designation memo will be sent to all units where HHQ flyers are attached to fly.

4.2.2. (AFMC) AFMC/A3V will publish a letter of certification for all HHQ evaluators. Units with HHQ evaluators attached will annotate and will certify on the local unit Letter of X's as evaluator in their respective crew position and weapon system. HQ AFMC will announce CCP vacancies and solicit nominations. Nominations for these positions must be endorsed by the flying unit commander and forwarded through Stan/Eval channels and OG/CCs to AFMC/A3V. Nominees must be current and qualified instructor pilots. Background information will include name, rank, current position and crew qualification, total flight time, total instructor and evaluator time (if any), total time and total instructor/evaluator time in the aircraft for which nominated, time on station, unit, phone number and date of separation, if applicable.

4.2.3. The OG/CC and SQ/CC will each select, and designate in writing, all OGV and Squadron flight examiners (respectively).

4.2.3. (AFMC) The COOL "Letter of Xs" satisfies this requirement for "letter of certification" if also reported in the SEB minutes.

4.2.3.1. The OG/CC and SQ/CC may designate additional OGV or squadron flight examiners (respectively) who are not assigned to OGV or the squadron when necessary to meet unique unit requirements.

4.2.3.2. Annotate all flight examiners [to include attached and Senior flight examiners (see paragraph 4.4) in the squadron letter of certification and record in SEB minutes (see [Attachment 2](#)).

4.2.4. For AFRC and ANG units:

4.2.4.1. The USAF advisor may be designated as a flight examiner.

4.2.4.2. Air Technician (AT)/Air Reserve Technician (ART) /Active Guard and Reserve (AGR) serving in a military position that does not require maintaining mission ready/combat mission ready (MR/CMR) status may perform duties as flight examiners.

4.3. Flight Examiner Functions.

4.3.1. Conduct aircrew evaluations IAW **Chapter 5** and document IAW **Chapter 7**.

4.3.1. (AFMC) Flight examiners will not administer evaluations to personnel who are responsible for writing or endorsing their performance report without specific approval from AFMC/A3V. Subordinate evaluation waivers will be coordinated with AFMC/A3V at least two weeks prior to the proposed evaluation. If AFMC/A3V is unable to provide an evaluator, document on the AF Form 8/8a, Section D, Additional Comments, with the name and date of approving official from AFMC/A3V.

4.3.2. Maintain qualification as instructors (N/A for senior flight examiners, see paragraph **4.4.2**).

4.3.3. Administer evaluations only within their weapon system/aircrew specialty and only evaluate those mission/skill sets in which they maintain qualification and/or certification. **EXCEPTION:** SPOT evaluations and where specifically authorized in AFI11-2MDS, Vol 2.

4.3.3.1. Waiver authority for flight examiners to evaluate mission/skill sets in which they are not certified is the OG/CC. For senior flight examiners (see paragraph **4.4**), waiver authority is the next commander in their flying chain of command

4.3.4. Will not administer evaluations outside of their MAJCOM unless specifically requested by the MAJCOM Stan/Eval organization of the examinee and approved by the MAJCOM Stan/Eval organization of the examiner. MAJCOMs may establish procedures in their supplement for flight examiners to administer evaluations outside of NAFs/units within their own MAJCOM (see also paragraph **2.3.5**).

4.3.4. (AFMC) AFMC/A3V certified evaluators may conduct any evaluation within their aircrew specialty/weapon system and on those missions in which they maintain qualification. Examiners assigned to AFMC/A3V, CCPs, and HHQ designated augmentees administering evaluations on behalf of AFMC/A3V may administer SPOT evaluations in aircraft for which they are not qualified, but may not occupy a mandatory crew position without AFMC/A3V approval, Group Commander concurrence and IAW AFI 11-401 and supplements. Additionally, these examiners are authorized to fly on any AFMC mission to include initial FCFs and elevated risk test missions to evaluate crew performance during higher HQ directed Formal inspections and evaluations.

4.3.5. Conduct a thorough pre-mission briefing and post-mission debriefing for the examinee and applicable aircrew members on all aspects of the evaluation.

4.3.5. (AFMC) Flight examiners within AFMC may administer flight evaluations to other AFMC personnel without pre-approval from AFMC/A3V, subject to the provisions of paragraph 2.4.2.6 and paragraph 4.3.1. Other MAJCOM evaluators require specific approval from AFMC/A3V. Coordinate request for an Out-of-Command evaluator through unit stan/eval channels, to include Group leadership, prior to making the request to AFMC/A3V. If an Out-of-Command flight examiner is used for an AFMC evaluation, forward the request to AFMC/A3V at least two weeks prior. AFMC/A3V approval will be documented on the AF Form 8/8a, additional comments. The Out-of-Command evaluator will be briefed on the specifics of AFMC evaluations. The unit using these evaluators will be responsible for properly documenting the evaluation in accordance with this supplement. **Note:** Use of DCMA evaluators does not constitute an Out-of-Command evaluation and may administer evaluations without pre-approval from AFMC/A3V

4.3.6. Immediately correct breaches of flying safety or flight discipline during an evaluation (applies to both the examinee as well as any accompanying aircrew).

4.3.6.1. **(Added-AFMC)** Unit Chiefs of Stan/Eval or SELO, will make available a flight evaluation briefing guide covering these minimum requirements for evaluations. Units may tailor this guide to their needs:

4.3.6.1.1. **(Added-AFMC)** Critical areas.

4.3.6.1.2. **(Added-AFMC)** Examiner tasks.

4.3.6.1.3. **(Added-AFMC)** Simulated student performance (for instructors).

4.3.6.1.4. **(Added-AFMC)** Simulated emergency procedures.

4.3.6.1.5. **(Added-AFMC)** Instrument comparison

4.3.6.1.6. **(Added-AFMC)** Instrument approach procedures

4.3.6.1.7. **(Added-AFMC)** Unusual attitude procedures.

4.3.6.1.8. **(Added-AFMC)** Touch and go criteria.

4.3.6.1.9. **(Added-AFMC)** Grading criteria.

4.3.6.1.10. **(Added-AFMC)** Momentary deviations and repeating maneuvers.

4.3.7. As soon as possible, notify the examinee's squadron commander (or available supervision if the squadron commander cannot be reached) whenever Qualification Level 2 or 3 (Q2 or Q3) performance is observed (see paragraph [5.3.3](#)).

4.3.8. **(Added-AFMC)** If the examiner is a qualified examiner in the MDS/mission flown, then the evaluator may determine qualification status. If conducting an evaluation outside of these bounds (SPOT etc), then the examiner will make a recommendation for downgrade to the unit commander. **(Exception:** Examiners conducting SPOT evaluations in conjunction with an APE or Formal inspection may determine qualification status when the graded area is a critical area (*safety, judgment, flight discipline*)

4.4. Senior Flight Examiner Program.

4.4.1. Flying NAF/CCs and OG/CCs may maintain flight examiner status in their primary assigned aircraft.

4.4.1.1. NAF/CVs and OG/CDs may perform this function if the principal incumbent is not qualified or available.

4.4.1.2. OG/CDs that fly different MDSs from the OG/CC in multi-MDS wings, or occupy a different crew position in the same MDS, may be designated as senior flight examiners at the OG/CC's discretion.

4.4.1.3. Document designations IAW paragraph [4.2.3.2](#).

4.4.1.4. **(Added-AFMC)** The AFMC/A3V division chief, MAJCOM Chief of Stan/Eval, is designated a Senior Examiner in addition to evaluator in the assigned aircraft. Senior flight examiners may administer flight evaluations in aircraft, crew position and missions for which they are qualified. Additionally, they may administer SPOT evaluations to all crewmembers in any aircraft assigned to their respective or

subordinate units. Senior flight examiners and Group Chief of Stan/Eval may administer SPOT evals in aircraft for which they are not qualified, but may not occupy a mandatory crew position unless approved by AFMC/A3V IAW AFI 11-401 and supplements.

4.4.1.5. (**Added-AFMC**) The AFFTC/CC, AFMC/A3, and OG Commanders are designated Senior Examiners. Deputies for the above positions are also eligible as described above.

4.4.2. Individuals eligible for Senior flight examiner status do not require, nor do they have to maintain, instructor qualification, but they must have completed flight examiner certification IAW unit standards.

Chapter 5

AIRCREW QUALIFICATION EVALUATIONS

5.1. General. The Aircrew Stan/Eval Program utilizes aircrew qualification evaluations to ensure qualification of aircrew members and supplementary evaluations to ensure standardization of operations.

5.1.1. To promote efficient use of flying resources, accomplish aircrew qualification evaluations concurrently, whenever practical.

5.1.1. (AFMC) A post flight video review does not meet the intent of an in-flight evaluation and may not be used as an alternate evaluation method.

5.1.2. Evaluations in multiple crew positions will be addressed in MAJCOM supplements. For specialized aircrew, see [Chapter 8](#). For guidance on supplementary evaluations, see [Chapter 9](#).

5.1.2. (AFMC) All AFMC aircrew (rated, CEA, and non-rated) require an evaluation consisting ground and/or flight phases. Government civilians and contractor aircrew in like positions will complete like evaluations. Examples of like duties/positions for non-rated aircrew include flight test engineer, test director, test conductor or instrumentation. There are no crewmembers that gain qualification through an examination only. The guidance in Chapter 8 is not applicable to AFMC flight operations.

5.2. Categories. Aircrew qualification evaluations are divided into five categories (Qualification (QUAL), Instrument (INSTM), Mission (MSN), Instructor (INSTR), and SPOT) each consisting of two structured phases, ground and flight. (**EXCEPTION:** SPOT evaluations may consist of either a ground or flight phase.) Each phase requires the completion of requisite tasks (see paragraph [5.5](#)). (**EXCEPTION:** a SPOT evaluation has no requisite tasks.)

5.2. (AFMC) Profiles for qualification/instrument/instructor evaluations: Will be conducted in accordance with the prescribed worksheets (found on the AFMC/A3V website) for each aircraft and crew position and with the applicable flight test grading criteria contained in AFI 11-2FTV2. Conduct difference/conversion evaluations IAW MDS-specific guidance. Recurring evaluations are then conducted in any series of a particular mission/design aircraft in which qualified.

5.2.1. QUAL Evaluations.

5.2.1.1. **Purpose.** Ensure basic qualification in an MDS and/or crew position.

5.2.1.2. **Execution.** All aircrew will complete a periodic QUAL evaluation in their primary assigned aircraft/crew position as specified in the applicable AFI 11-2MDS, Vol 2. QUAL evaluations may be combined with INSTM and/or MSN evaluations IAW AFI 11-2MDS, Vol 2. See [Chapter 8](#) for specialized aircrew.

5.2.1.2. (AFMC) Some crew specialties may be combined if the duties of both crew positions are accomplished on the same flight. (Examples: B-1 OSO/ DSO; AC-130 Nav/FCO)

5.2.1.3. **(Added-AFMC)** Non-Rated Aircrew Qualification. AFMC assigned/attached Non-rated aircrew (K-, Q-, or X-prefix) do not require a flight phase for the qualification evaluation. The evaluation will, as a minimum, consist of a closed book examination, Boldface/CAPs (if applicable), and an aircraft egress / emergency equipment ground evaluation completed on a representative aircraft. Egress certified simulators for ejection seat aircraft may be used in conjunction with or in lieu of an actual aircraft. Any pilot of an ejection seat aircraft that is a certified evaluator may complete the evaluation. Any aircrew member that can complete ship side egress requirements that is a certified evaluator may complete the evaluation (i.e. C-130J Evaluator Loadmaster certified to instruct egress may complete the QUAL evaluation for a Flight Test Engineer). Units may be more restrictive if mission requirements dictate. (Open and closed book examinations, flight evaluation, etc). Detailed requirements by position will be listed in unit supplements. There is no requirement for instructor and/or evaluator qualification/certification for these crew positions.

5.2.1.4. **(Added-AFMC)** Flight Surgeons assigned/attached to AFMC flying organizations will comply with the guidance for Non-Rated Aircrew Qualification listed above.

5.2.2. INSTM Evaluations.

5.2.2.1. **Purpose.** Obtain/maintain instrument qualification in order to operate under Instrument Flight Rules (IFR)

5.2.2.2. **Execution.** All USAF pilots (and other pilots flying operationally with the USAF, e.g., exchange pilots) will obtain/maintain instrument qualification by successfully completing a periodic INSTM evaluation.

5.2.2.2. **(AFMC)** Instrument flight evaluations are required for all initial aircraft qualifications and re-qualifications. If the aircrew member has not completed IRC within the previous four quarters, the course must be completed prior to the flight portion of the AF Form 8 evaluation.

5.2.2.2.1. **EXCEPTION:** Indoctrination flyers who fly under the provisions of AFI 11-401, *Aviation Management*; USAF Test Pilot School students; TG-series aircraft pilots; T-41/51/52 pilots.

5.2.2.2.2. Pilots assigned to excepted aircraft who may also be assigned to other aircraft that are not excepted will maintain instrument qualification, but will take their INSTM checkride in the non-excepted aircraft.

5.2.2.2.3. A pilot with a revoked or expired instrument qualification will not fly under IFR except under supervised status in a training program leading to requalification. (Does not apply to pilots in excepted situations listed above.)

5.2.2.2.4. **(Added-AFMC)** Navigators/CSOs with flight instruments used for navigation at their station must attend a periodic instrument refresher. Complete an instrument exam as a requisite to the qualification evaluation. If the aircrew member has not completed IRC within the previous four quarters, the course must be completed prior to the flight portion for all initial qualification or RQ AF Form 8 evaluations.

5.2.2.2.5. (**Added-AFMC**) Weapon Systems Officers and navigators having flight controls at their duty station will complete the pilot instrument exam as a requisite to the qualification evaluation. If multiple qualified, complete the instrument exam in phase with the qualification evaluation on the primary aircraft. If the aircrew member has not completed IRC within the previous four quarters, the course must be completed prior to the flight portion for all initial qualification or RQ AF Form 8 evaluations.

5.2.3. MSN Evaluations.

5.2.3.1. **Purpose.** To ensure qualification to employ the aircrew's assigned weapon system/crew position in the accomplishment of the unit's operational or Designated Operational Capability (DOC) statements mission(s).

5.2.3.1. (**AFMC**) The requirement for a mission evaluation for AFMC aircrews is waived. However, evaluators should attempt to include mission type events on a qualification evaluation. Mission type events may be any Phase II event such as aerobatics, confidence maneuvers, safety chase, approaches to stalls, BFM, flight test techniques, formation, basic weapons deliveries, and functional checks, etc. The Mission Section of the evaluation sheets contains four areas to be evaluated if mission type events are accomplished on a qualification evaluation.

5.2.3.2. **Execution.** All aircrew members maintaining Mission Ready (MR)/Combat Mission Ready (CMR) or Basic Mission Capable (BMC) status (IAW AFI 11-202, Vol 1, *Aircrew Training*) will complete a periodic MSN evaluation as specified in the applicable AFI 11-2MDS Vol 2.

5.2.3.2.1. **EXCEPTION:** The requirement for a MSN evaluation may be waived for those aircraft where performance of normal operational, test, and training sorties involves tasks covered during the accomplishment of an INSTM and/or QUAL evaluation as specified in AFI 11-2MDS Vol 2. Document waiver via memorandum for record (MFR) to be included in the FEF IAW paragraph 7.8.3.2.2. HQ USAF/A3O-A approval is not required for such waivers. Specify approval procedures in MAJCOM supplements to this instruction or in the applicable AFI 11-2MDS Vol 2.

5.2.3.2.2. The MSN evaluation should reflect the type and difficulty of tasks required in fulfillment of the aircraft's operational or DOC statement missions.

5.2.4. INSTR Evaluations.

5.2.4.1. **Purpose.** To qualify aircrew as instructors in their weapon system/crew position by focusing primarily on the examinees instructional ability.

5.2.4.2. **Execution.** Aircrew members obtaining/regaining instructor qualification in a weapon system/crew position must complete evaluations of instructional capability in that weapon system/crew position. Guidance for specialized, universal, and/or multiple qualified aircrew will be specified in MAJCOM Supplements and/or AFI 11-2MDS Vol 2. **EXCEPTION:** For units undergoing aircraft conversion, when a complement of current and qualified Air Force instructors does not exist to accomplish initial unit instructor qualification, with MAJCOM/A3 approval and Lead MAJCOM/A3

coordination the OG/CC may establish an Initial cadre (minimum required for initial conversion) of flight instructors who do not require an INIT INSTR evaluation. Initial cadre must be current and qualified instructors in a US Air Force aircraft who will remain in the same crew position on the new aircraft. OG/CCs will notify MAJCOMs and provide initial cadre list for each crew position with current qualification and total flight and instructor hours. OG/CCs will use discretion when establishing initial cadre instructors and consider availability of suitable instructor courses. See also paragraph **5.13**.

5.2.4.2. (AFMC) Whenever possible this evaluation will be conducted from the instructor position. If the cockpit layout and/or visibility have differences that are significant enough to affect instrument maneuvers or landing techniques, units will add appropriate grading areas to evaluate these differences. The instructor upgrade flight evaluation requirements apply to all primary aircrew (rated or CEA) positions. Instructor comments must be included and described in adequate detail in the mission description area of the AF Form 8. As a minimum, the graded areas will include the Ground Phase, General, Qualification, and Instructor as defined in the applicable portion of AFI 11-2FT Vol 2, *Flight Test Aircrew Evaluation Criteria*. When instructor status is accepted from another MAJCOM, any additional items required to meet AFMC standards (i.e., Rear Cockpit landings in the F-16) will be trained and evaluated IAW SPOT Evaluation criteria. See AFI 11-2FT Vol 1, MDS attachments for specific details and requirements.

5.2.4.2.1. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission/crew composition requirements prevent inclusion of students, another crewmember or the evaluator will serve as the student.

5.2.4.2.2. Evaluations of instructor qualification will be conducted during all subsequent periodic evaluations.

5.2.4.2.3. Instructors who expire on their INSTM, QUAL, and/or MSN checkrides evaluations are not qualified to instruct in those areas (e.g. if an IP expires on his/her MSN zone, he/she may still instruct in INSTM/QUAL-related areas as specified in AFI 11-2MDS Vol 2).

5.2.5. SPOT Evaluations –Flight or Ground (Optional).

5.2.5.1. **Purpose.** Evaluate a specific event or requirement without intending to satisfy the requirements of a periodic evaluation and/or an initial INSTR evaluation.

5.2.5.2. **Execution.** A SPOT has no specific requisites, unless specified in MAJCOM supplements, but may be No Notice IAW paragraph **5.2.6.3**.

5.2.5.2.1. An examinee may utilize a SPOT evaluation to update a QUAL/INSTM/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph **5.8** (document on the Form 8/8a IAW paragraph **7.3.7.3.5**).

5.2.5.2.1.1. OG/CCs may authorize additional flights in order to help the aircrew accomplish periodic requirements (document on the Form 8/8a IAW paragraph **7.3.7.3.5**).

5.2.5.2.1.2. When the flight examiner administering a SPOT evaluation is not qualified in the MDS (e.g. a Senior flight examiner), the evaluation will not be credited towards a periodic evaluation.

5.2.5.3. Any qualifying event and/or evaluations not listed in paragraphs 5.2.1 through 5.2.4 will be documented as a SPOT evaluation.

5.2.5.4. **(Added-AFMC)** Standardization/Evaluation Flight Examiner (SEFE) Objectivity Evaluations. Senior Flight examiner, OGV, AFMC/A3V, CCP, and HHQ designated augmentees administering evaluations on behalf of AFMC/A3V can administer a SPOT evaluation. Evaluations may be conducted in flight or ground evaluations. The purpose of these evaluations is to evaluate flight examiners within a unit on their ability to comply with higher headquarters (HHQ) and local Stan/Eval directives. Properly brief and debrief an examinee, correctly identify discrepancies, award the correct grade for each evaluated area, award the appropriate overall grade, and, if required, assign appropriate additional training. These evaluations are “over-the-shoulder” type evaluations and may include Emergency Procedures Evaluations (EPEs), qualification, instrument, or instructor evaluations. There are no requisite exams required for this evaluation. SEFE Objectivity evaluations will be documented as SPOT evaluations in the Flight Phase (or Ground Phase for EPEs) of the AF Form 8.

5.2.6. **Prefixes.** The following prefixes will be used, when applicable, to further describe the evaluations listed in paragraphs 5.2.1 through 5.2.5:

5.2.6.1. **Initial (INIT).** The first evaluation of any type, to include instructor qualification, in a specific weapon system/crew position (e.g., INIT QUAL/INSTM, INIT MSN, INIT INSTR).

5.2.6.2. **Requalification (RQ).** An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in the applicable AFI 11-2MDS Vol 1), completion of a qualification evaluation in a different MDS, a recheck following a failed evaluation, or a commander-directed downgrade. A requalification evaluation requires AF Form 8/8a documentation.

5.2.6.2.1. Expiration of a required periodic evaluation. The recheck will be IAW the guidance for that periodic evaluation.

5.2.6.2.1. **(AFMC)** Comply with the requirements of paragraph 5.2.4.2. above for instructor requalification evaluations.

5.2.6.2.2. Loss of currency that requires a requal evaluation (IAW AFI11-2MDS Vol 1). In this case RQ SPOT will be used for documentation (see paragraph 7.3.5.2.2). The recheck profile will be as directed by the SQ/CC and will include, as a minimum, those items for which the individual is non-current and which require an evaluation IAW the applicable AFI 11-2MDS Vol 1/2.

5.2.6.2.3. Completion of a qualification evaluation in a different MDS. The recheck will be IAW the guidance for the periodic evaluation in the applicable AFI 11-2MDS Vol 2 and will include, as a minimum, those items for which the individual is regaining qualification.

5.2.6.2.4. A flight recheck following a failed periodic evaluation. The recheck will be IAW the provisions of **paragraph 5.6.1**.

5.2.6.2.5. Loss of qualification due to a commander-directed downgrade (see paragraph **5.9**). The recheck profile will be as directed by the commander on the AF Form 8/8a (see paragraph **7.4**).

5.2.6.2.5.1. If the expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see paragraph **5.5.1**), but the flight evaluation has successfully been completed within the eligibility period and the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation.

5.2.6.2.5.2. To prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

5.2.6.2.6. The RQ prefix will not be used under the following circumstances:

5.2.6.2.6.1. If the expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see **paragraph 5.5.1**), but the flight evaluation has successfully been completed within the eligibility period and the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation.

5.2.6.2.6.2. To prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

5.2.6.3. **No-Notice (N/N)**.

5.2.6.3.1. The no-notice evaluation program provides commanders a sampling of daily aircrew performance and an assessment of unit training effectiveness.

5.2.6.3.2. A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. "Normal preparation" will be as defined in the MAJCOM and/or unit supplement.

5.2.6.3.3. **(Added-AFMC)** With prior notification to the unit commander, the AFMC Chief of Stan/Eval may direct HHQ designated flight examiners qualified in the aircraft and crew position to replace any scheduled primary aircrew prior to flight briefing time. Non-HHQ evaluators, at the direction of the OG/CC, may replace any scheduled primary aircrew prior to flight briefing time for the purpose of administering a no-notice evaluation.

5.2.6.3.4. **(Added-AFMC)** No specific requirements are established for the number of areas that must be graded on a no-notice evaluation; however, flight examiners will evaluate all areas observed and prepare an AF Form 8/8a. When HHQ evaluators fly for the purpose of promoting standardization in mission, MDS, or crew functional areas, an AF Form 8/8a is not required.

5.2.6.4. **Simulator (SIM)**. An evaluation where the flight phase requisite is conducted in a simulator and/or suitable ATD as defined in AFI 11-2MDS Vol 2.

5.2.6.5. **Multiple Prefixes**. More than one prefix may be used to describe an evaluation (e.g., N/N SIM SPOT). The applicability of any prefixes to portions of any combined

evaluations and the purpose for any prefixes (if not obvious by the context of the evaluation) will be explained on the AF Form 8/8a IAW paragraph 7.3.7.3.5.

5.3. Grading System.

5.3.1. A two step grading system is used to evaluate and document aircrew performance.

5.3.1.1. In the first step, individual grades are assigned to each evaluation requisite to include the grading of areas/subareas of aircrew performance against established evaluation criteria (see paragraph 5.4). Performance less than fully qualified must be documented.

5.3.1.2. In the second step, an overall qualification level is assigned based on a compilation of all individual requisite grades (see paragraph 5.3.3.4).

5.3.2. Performance Areas/Subareas.

5.3.2.1. Areas/subareas will have a two-tier (Q/U) or three-tier (Q/Q-/U) grading system. Discrepancies will be documented against the established areas/subareas.

5.3.2.1.1. Q indicates the examinee demonstrated both a satisfactory knowledge of all required information and performed aircrew duties within the prescribed tolerances.

5.3.2.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the flight examiner. Deviations must not exceed the prescribed Q- tolerances, jeopardize flight safety, or be a breach of flight discipline.

5.3.2.1.3. U indicates that performance was outside allowable parameters thereby compromising flight safety, that deviations from prescribed procedures/tolerances adversely affected mission accomplishment, and/or evaluated performance constituted a breach of flight discipline. An examinee receiving an area/subarea grade of U requires debriefing and/or additional training, as determined by the flight examiner.

5.3.2.2. **Remedial Action.** All grades of Q- or U require remedial action that includes either debriefing discrepancies and/or assignment of additional training.

5.3.2.2.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the flight examiner provides instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency.

5.3.2.2.2. **Additional Training.** Any training recommended by the flight examiner to remedy deficiencies identified during an evaluation.

5.3.2.2.2.1. May include self-study, ground instruction, use of a simulator/ATD or flying.

5.3.2.2.2.2. Will be complete by the last day of the third month following the date of the discrepancy (e.g., for an evaluation on 21 Jan 12, additional training must be accomplished by 30 Apr 12).

5.3.2.2.2.2. (AFMC) Additional training required as a result of a Q-2 or Q-3

evaluation will be completed and a successful requal evaluation (if required) accomplished within 60 days. This training will be documented in the individual training folder as defined by AFI 11-202, Volume1_AFMCS 1.

5.3.2.2.2.3. If an aircrew member exceeds the allotted time for completion of additional training, the SQ/CC will review the situation and direct appropriate action. Document the circumstances with an MFR to be included in the AF Form 8/8a (see paragraph 7.8.3.2.2).

5.3.2.2.2.4. Document additional training on the AF Form 8/8a IAW paragraphs 7.3.5.6 and 7.3.7.3.4.

5.3.2.3. The flight examiner must grade the areas/subareas listed as “required” in the general and specific evaluation sections of the applicable AFI 11-2MDS Vol 2.

5.3.2.4. In addition to required areas/subareas, the flight examiner will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or overall flight safety.

5.3.2.5. Grading criteria tolerances assume smooth air and stable aircraft conditions.

5.3.2.6. Minor momentary deviations are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize flight safety. Consider cumulative deviations when determining the overall area/subarea grade.

5.3.2.7. The flight examiner may further identify any area/sub-area as “Commendable” if, in the examiner’s determination, the aircrew member has demonstrated exceptional skill and knowledge. Document IAW paragraph 7.3.7.3.5.2.

5.3.3. **Qualification Levels.** Qualification levels are assigned both to individual evaluations (i.e. flight evals and EPEs) as well as overall performance. Individual evaluations are graded as a compilation of all area/sub-area grades. Overall performance is graded as a compilation of all requisite tasks associated with the required evaluation. Both individual and overall grades are based on the following.

5.3.3.1. **Q1.** The aircrew member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted, but may be awarded when discrepancies are noted if:

5.3.3.1.1. No U grades were awarded for any discrepancy area/sub-area.

5.3.3.1.2. In the judgment of the flight examiner, none of the discrepancies preclude awarding of an overall Q1.

5.3.3.1.3. All areas/sub-areas graded as Q- during the evaluation were cleared during the debrief of that evaluation.

5.3.3.2. **Q2.** The aircrew member demonstrated the ability to perform duties safely, but:

5.3.3.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

5.3.3.2.2. A non-critical area/subarea grade of U was awarded.

5.3.3.2.3. In the judgment of the flight examiner, a Q2 may be given if there is justification based on Q- performance in one or several areas/subareas.

5.3.3.3. **Q3.** The aircrew member demonstrated an unacceptable level of safety, performance or knowledge.

5.3.3.3.1. Any critical area graded U requires an overall Q3 (applicable to both flight evaluations and EPEs).

5.3.3.3.2. In the judgment of the flight examiner, a Q3 may be given if there is justification based on Q-/U performance in one or several non-critical areas/subareas.

5.3.3.4. Assigning the overall qualification level.

5.3.3.4.1. The flight-phase flight examiner is the examiner responsible for assigning the overall qualification level.

5.3.3.4.2. An overall grade of Q1 or Q2 will be given only after all evaluation requirements (to include requisite examinations) have been completed and given due consideration.

5.3.3.4.3. An overall grade of Q3 may be awarded at any time.

5.3.3.4.4. *While AFI 11-2MDS Vol 2 may dictate the highest grade for a flight or EPE based on area and subarea performance, flight examiner judgment will always be the determining factor in deciding the overall grade.*

5.3.3.5. **Exceptionally Qualified (EQ) Designation.** An EQ may be given, but will only be applied to the overall grade - not to separate requisites. Document on the AF Form 8/8a IAW paragraphs [7.3.5.7](#) and [7.3.7.2](#). An EQ may be given when:

5.3.3.5.1. The aircrew member has demonstrated exceptional skill and knowledge in all phases of the evaluation;

5.3.3.5.2. The aircrew member has not failed any requisite and;

5.3.3.5.3. The aircrew member received a Q on all areas/subareas evaluated.

5.4. Evaluation Criteria.

5.4.1. Lead MAJCOMs, in coordination with the applicable user MAJCOMs, will establish and maintain standardized INSTM, MSN, QUAL, and INSTR evaluation criteria in the appropriate AFI 11-2MDS Vol 2. Lead MAJCOMs will coordinate with the program managers of any command-mandated software on any updates of eval criteria to aid in the expeditious revision of eval criteria files. Lead MAJCOMs are also responsible for coordinating the establishment of the following:

5.4.1. (AFMC) AFMC evaluation criteria are published in AFI 11-2FT Vol 2.

5.4.1.1. Areas/subareas including the identification of critical areas and those areas required for evaluation completion. These areas/subareas will be arranged into general and specific evaluation areas.

5.4.1.1.1. Critical areas are those areas that, upon failure, would most adversely affect the qualification of an aircrew member. Critical areas will include, but are not limited to, Airmanship, Safety, and Flight Discipline.

5.4.1.1.1. (AFMC) Critical areas are listed on AFMC Forms 59 and/or 72.

5.4.1.2. An area containing criteria for Publications Checks. This is required for QUAL evaluations and may be accomplished on other evaluations.

5.4.1.2. (AFMC) Each aircrew member will submit as a minimum, the applicable Dash-1, Dash -1-1 (if issued and required in the performance of duties) and crew position checklist as required in AFI 11-2FT Vol 2.

5.4.1.2.1. Each aircrew member is responsible for maintaining required flight publications as outlined in applicable AFI11-2MDS volumes.

5.4.1.2.2. Q performance requires individual flight publications be current and properly posted. In units that do not issue individual aircrew publications, aircrew members are still responsible for the accuracy and currency of all publications required for the mission.

5.4.1.3. An area containing criteria for Cockpit/Crew Resource Management (CRM) IAW AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and MAJCOM supplements (as applicable).

5.4.1.4. Criteria to ensure operations comply with National Airspace System (NAS) rules and procedures or applicable Host Nation requirements for evaluations administered outside of the NAS.

5.5. Requisites. These include both ground and flight phase items. The ground phase, when required, includes a series of examinations (see [Chapter 6](#)) as well as evaluation of aircrew performance in a controlled emergency procedures environment (i.e. EPEs, see paragraph [5.5.1.2](#)). The flight phase includes an in-flight and/or simulator evaluation of aircrew performance.

5.5.1. Ground Phase Requisites.

5.5.1.1. Ground phase requisites for each evaluation include the following.

5.5.1.1.1. **QUAL:** Open book examination, closed book examination, Boldface/Critical Action Procedures (CAPs) examination / EPE (if applicable).

5.5.1.1.2. **INSTM:** Instrument examination

5.5.1.1.3. **MSN:** As specified in AFI 11-2MDS Vol 2.

5.5.1.1.4. (**Added-AFMC**) An EPE is a requisite for INSTR Evaluations (Initial or RQ)

5.5.1.2. Emergency Procedures Evaluations (EPEs).

5.5.1.2.1. **Purpose.** Evaluate an aircrew member's knowledge of MDS-Specific EPs and systems for all QUAL evaluations; evaluate mission-specific EPs and tactical systems knowledge during MSN evaluations.

5.5.1.2.2. **Execution.** AFI 11-2MDS Vol 2 will specify contents of EPEs, areas to be evaluated, grading criteria, and whether EPEs may be done in-flight, in a simulator/ATD, or verbally.

5.5.1.2.2. (AFMC) Units will develop profiles for emergency procedure evaluations using the AFMC worksheets as a foundation. These profiles will contain elements of the unit's mission if applicable (i.e., FCF profiles). Flight examiners will tailor evaluation profiles using as a minimum the listed requirements on the worksheets. Units will use the appropriate overlay of the AFMC Form 59, *Aircrew Evaluation Sheet* (found on the AFMC/A3V website) or the AFMC Form 72, *SEFE Objectivity Evaluation Sheet* to conduct evaluations and to meet the required evaluation profiles.

5.5.1.2.2.1. Only one EPE needs to be accomplished for each combined evaluation (i.e., one EPE for a QUAL/MSN or INSTM/QUAL/MSN evaluation).

5.5.1.2.2.2. A single EPE may be used for separate evaluations (e.g. a MSN and INSTM/QUAL eval) as long as the combined EPE is of a scope and duration to cover required areas and is conducted within the requisite zone for each evaluation (see paragraph 5.8).

5.5.1.2.3. **Grading.** Q1 performance for EPEs requires taking the proper action in the correct sequence, not a verbatim response. Each aircrew member is responsible for the Boldface/CAPs applicable to their crew position.

5.5.1.2.4. **Additional Training.** For an EPE requiring additional training, the flight examiner will indicate if the additional training must be accomplished before the next unsupervised flight (see also paragraph 5.3.2.2.2). Document IAW paragraphs 7.3.5.6 and 7.3.7.3.4.

5.5.1.2.5. **Boldface/CAPs Failure.** An incorrect response to a Boldface/CAP situation during an EPE requires an EPE grade of 3 (unqualified). Under these circumstances, the examinee will not fly again until a successful reevaluation is accomplished (either written, verbally, or in a simulator/ATD as determined by the flight examiner)

5.5.1.2.6. **Unqualified EPE.** An examinee receiving an EPE grade of 3 (unqualified) will be placed on supervised status IAW paragraph 5.7.

5.5.2. **Flight Phase Requisites.** The flight phase for aircrew evaluations include execution in the weapon system and/or a suitable simulator/ATD (unless restricted by AFI 11-2MDS Vol 2).

5.5.2.1. The profile used to fulfill the flight phase requisite must incorporate all appropriate requirements set in the applicable AFI 11-2MDS Vol 2, and allow accurate measure of the proficiency of the examinee.

5.5.2.2. Evaluation profiles will be realistic, reflect unit tasking, be consistent with daily training missions, and incorporate current tactics applicable to the unit mission.

5.5.3. **Requisite Completion.**

5.5.3.1. **In-the-Eligibility Period.** For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the eligibility period of the current evaluation (see paragraph 5.8). The OG/CC may waive this requirement on a case-by-case basis (document on the Form 8/8a IAW paragraph 7.8.3.2.2).

5.5.3.2. Out-of-the-Eligibility Period. For periodic evaluations accomplished outside the eligibility period, all requisites must be completed within a six-month period beginning with the month in which the first ground requisite or flight evaluation was administered, whichever occurs first. **EXCEPTION:** For extended evaluations (IAW paragraph **5.8.3.2**), requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.

5.5.3.2. (AFMC) For initial qualification evaluations, requals, and initial instructor evaluations all requisites must be completed prior to the flight evaluation. Requisites for initial qualification, requalification, and initial instructor evaluations may be completed up to 5 months prior to the month of the evaluation. If the aircrew member has not completed IRC within the previous four quarters, the course must be completed prior to the flight portion of the AF Form 8 evaluation. Pilots qualifying in aircraft that require only one pilot must complete written qualification examinations before the first training flight without an IP in the aircraft. Complete all required requisites for both crew positions when completing combined evaluations.

5.5.3.2.1. (Added-AFMC) Use these criteria for SPOT and No-Notice evaluations that will fulfill or reset the periodic eligibility requirements.

5.5.3.3. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 11-2MDS Vol 2.

5.5.3.4. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite zone for each evaluation.

5.5.3.5. For aircrew possessing instrument qualifications in multiple aircraft, one instrument exam may count for separate evaluations provided the instrument exam occurs within the zone for each evaluation IAW the paragraphs above.

5.6. Failure to Pass a Flight Evaluation.

5.6.1. Recheck. If an aircrew member fails a flight evaluation, a successful flight or ground recheck must be completed by the end of the third month after the date of the first failure, (e.g. for an evaluation on 20 Jun 12, complete the recheck by 30 Sep 12).

5.6.1.1. OG/CCs may approve waivers to the three-month time limit on a case-by-case basis.

5.6.1.1.1. Document the waiver(s) with an MFR to be included in the AF Form 8/8a IAW paragraph **7.8.3.2.2**.

5.6.1.2. Commanders will determine the number of flights to be allowed during this period, based on the individual's experience level, present qualifications and hours of training required.

5.6.1.3. The flight examiner that administered the original check will not normally administer the recheck.

5.6.1.4. A recheck is successfully completed when the aircrew member performs to Q or Q-/debriefed criteria for each area graded U.

5.6.1.5. Ground rechecks may be directed when the flight examiner deems a flight recheck unnecessary, but are accomplished subsequent to the debriefing of a Q3 evaluation (document IAW paragraph 7.3.9.2).

5.6.1.6. Requisites that were valid for a failed evaluation per paragraph 5.5.3.1 or 5.5.3.2 remain valid, IAW the paragraphs above.

5.6.2. **Status Downgrade.** Aircrew members receiving a Q3 INSTM, QUAL and/or MSN evaluation are non-mission ready (NMR)/non-combat mission ready (N-CMR)/non-basic mission capable(N-BMC)/non-basic aircraft qualified (N-BAQ) IAW AFI 11-2MDS Vol 1. For instructor evaluations, aircrew status (i.e., MR/CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas/subareas.

5.6.3. **Restrictions.** When called for by this instruction or deemed necessary in the judgment of the flight examiner, flight restrictions will be imposed on the examinee until successful completion of assigned additional training and/or a recheck.

5.6.3.1. Restrictions should address the specific phase of flight and/or operation that requires supervision and the criteria for removal of the restrictions.

5.6.3.1.1. **QUAL Evaluation:** Place the examinee on supervised status (see paragraph 5.7) in the aircraft in which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft. For specialized, universal, and/or multiple qualified aircrew maintaining qualification for similar duty in multiple aircraft, AFI 11-2MDS Vol 2 may direct supervised status in all aircraft in which the individual maintains qualification.

5.6.3.1.2. **INSTM Evaluation:** Restrictions apply to all aircraft in which the examinee is required to maintain instrument qualification.

5.6.3.1.3. **MSN Evaluation:** The examinee may perform basic qualification/instrument tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.

5.6.3.1.4. **INSTR Evaluation** (or any evaluation where instructor qualifications are being evaluated): Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful recheck is completed.

5.6.3.2. Restrict aircrew receiving a Q3 on any evaluation until a successful recheck is completed (see paragraph 5.6.1).

5.6.3.3. If defined in AFI11-2MDS Vol 1 and/or Vol 2, formal schoolhouses will include restrictions on the AF Form 8/8a for any core item not accomplished due to training limitations, regardless if the method of qualification is by evaluation or instructor certification. Under no circumstance will aircrew perform core items in which they are not qualified unless under the direct supervision of an instructor. In this case, MDS-specific guidance will set the time requirement for completion of additional training.

5.6.3.3. (AFMC) See AFI 11-2FT Vol 1 for guidance on removal of formal school evaluation restrictions.

5.6.3.4. Document restrictions on the AF Form 8/8a IAW paragraphs 7.3.5.7 and 7.3.7.1.

5.7. Supervised Status.

5.7.1. If unsatisfactory performance or restrictions require an examinee be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the SQ/CC and/or as specified in AFI11-2MDS Vol 1.

5.7.2. Supervision will only be accomplished by instructors or designated supervisors.

5.8. Timing of Aircrew Qualification Evaluations.

5.8.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 17th month following the month in which the flight phase was successfully flown (e.g. a periodic evaluation in which the flight phase was completed on 9 Oct 10 expires on 31 Mar 12.).

5.8.2. **Eligibility Period.** Periodic evaluations will be scheduled in the eligibility period, defined as the six-month period prior to the expiration date.

5.8.3. **Out-of-the-Eligibility Period.** On a case-by-case basis, periodic evaluations may be scheduled before or after the eligibility period according to the following criteria:

5.8.3.1. **Evaluations Conducted Prior to the Eligibility Period.** SQ/CCs may authorize individuals to complete periodic evaluations prior to the eligibility period (document IAW paragraph 7.8.3.2.2).

5.8.3.2. **Extended Evaluations.**

5.8.3.2.1. **HHQ-Extended Evaluations.** HQ USAF/A3O-A may authorize blanket or group extensions on an as-required basis. Requests for extensions at MAJCOM or subordinate levels will be submitted IAW paragraph 1.3.2.

5.8.3.2.2. **MAJCOM-Extended Evaluations.** MAJCOM/A3s may extend evaluation expiration dates for aircrew members for up to six months. Provide notification to AF/A3O when extensions are approved (copy to AF/A3O-AI). Provide guidance for MAJCOM extensions in MAJCOM supplements to this instruction.

5.8.3.2.2. (AFMC) Submit case-by-case requests for an evaluation extension to AFMC/A3V using the AFMC Form 73. Extensions beyond three months will not normally be considered.

5.8.3.2.3. **SQ/CC-Extended Evaluations.** SQ/CCs may extend the expiration date of periodic evaluations up to three months for the reasons listed below (document IAW paragraph 7.8.3.2.2). Extensions will be on a case-by-case basis and this paragraph is not authority to grant blanket extensions. For individual extensions longer than three months, see paragraph 5.8.3.2.2. For group or blanket extensions, see paragraph 5.8.3.2.1. Requisites not completed during the original eligibility period must be completed prior to the extended expiration date.

5.8.3.2.3.1. PCS/PCA to a non-flying assignment.

5.8.3.2.3.2. Departing PCS or TDY for retraining in another aircraft type.

5.8.3.2.3.3. Undergoing unit aircraft conversion, as directed by MAJCOM.

5.8.3.2.3.4. Removal from active flying status (e.g. separation or retirement).

5.8.3.2.3.5. Participation in real world operations (to include operations other than war, alert, etc.) who are not able to complete the required flight evaluation(s) before or during deployment.

5.8.3.3. Non-Standard Approval Authority

5.8.3.3.1. For SQ/CCs and above (e.g. OG/CCs, WG/CCs, etc.), the approval authority is the next commander in the examinee's flying chain of command.

5.8.3.3.2. In all other cases, if the flying chain of command differs from administrative chain of command (e.g. HHQ attached flyers), approvals will be by the attached unit/CC with the concurrence of the examinee's immediate administrative supervisor.

5.8.3.3.3. For individuals not assigned to a MAJCOM, AF/A3O-A is the approval authority.

5.8.4. Failure to Complete an Evaluation within the Required Period. If an aircrew member fails to complete an evaluation (either ground phase or flight phase) within the eligibility period for an in-the-eligibility period evaluation (see paragraph 5.8.2) or within the period for an out-of-the-eligibility period evaluation (see paragraph 5.8.3), the aircrew member loses the qualification covered by the evaluation and the restrictions of paragraph 5.6.3 apply.

5.8.4.1. Qualification may be re-established by accomplishing a complete requalification evaluation (to include requisites) or by completion of the delinquent evaluation.

5.8.4.2. OG/CCs may waive the re-accomplishment of completed requisites on a case-by-case basis (document IAW paragraph 7.8.3.2.2).

5.8.5. FTU students, initial qual and requal aircrew members will complete all requisites and flight evaluation within a six month period. The OG/CC may waive this requirement on a case-by-case basis, document on the Form 8/8a IAW paragraph 7.8.3.2.2, and report this in the SEB minutes.

5.9. Commander-Directed Downgrade. Any commander (squadron or above) may direct a downgrade (Q-/U) in a specific area/sub-area without unqualifying an individual. Additionally, a commander may direct a downgrade that either removes a qualification (e.g. IP to MP) or completely unqualifies an individual (e.g. MP to UP). Downgrades may be directed without administering an evaluation using the following guidance:

5.9.1. For flying-related cases, use for cause only (e.g., breach of flying discipline, flight safety, etc.). Incidents do not have to be directly observed by an examiner, but may be recommended by an examiner from any MDS/aircrew specialty.

5.9.2. For non-flying-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions (e.g. Letter of Counseling, Article 15, etc.). (Consult with the supporting SJA office for legal advice in these cases.) Use in cases where such incidences directly affect the commander's confidence in the aircrew member's ability to safely operate the aircraft and/or equipment (e.g. lapse in judgment significant enough to cast doubt on the aircrew's decision-making abilities in the aircraft).

5.9.3. For downgrades that either remove qualifications or completely unqualify an individual, the affected aircrew will cease acting in the qualification(s) from which they have been downgraded effective with the date the commander initiated the downgrade.

5.9.4. Commander Directed Downgrades will be documented IAW paragraph 7.4.

5.10. Multiple Qualification. Multiple qualification guidance applies to aircrew members who maintain qualification in two or more MDS aircraft. For Universal Qualification see paragraph 5.11.

5.10. (AFMC) Certification in MD variants: (series or modified mission) does not constitute multiple qualifications (i.e. F-15C and F-15E or C-130H and AC-130H).

5.10.1. When differences between aircraft in the same MDS are great enough, the lead MAJCOM, in coordination with using MAJCOMs, will identify requirements for separate qualification requirements.

5.10.2. When separate qualifications are not required, document certification in different MDS series using AF Form 4348, *USAF Aircrew Certifications*. In lieu of the AF Form 4348, MAJCOMs may approve use of a unit certification document signed by an authorized official.

5.10.2. (AFMC) Use the AF Form 4348 to document completion of conversion/difference training in these aircraft when a Form 8 evaluation is not required. In addition, units will document all aircraft in which training has been completed on the Letter of X.

5.10.3. **Documentation.** Document MAJCOM authority for multiple qualification, including a list of aircraft in which qualification will be maintained IAW paragraph 7.8.3.2.2. See AFI 11-202, Vol 1.

5.10.3. (AFMC) Document AFMC multiple qualifications on AFMC Form 80, *Multiple Qualification Request and Authorization*. Use the AFMC Form 80 to document military, government civilian, and contractor aircrew members that fly in support of AFMC flight operations. Use AFMC Form 80 for all pilot, RPA pilot, navigator, CSO, electronic warfare officer, fire control officer, flight engineer, loadmaster, and boom operator multiple qualification requests. Flight surgeons flying under an FS duty code do not require an AFMC Form 80. Any Flight Surgeon acting as a primary crew member (i.e. pilot, navigator, etc) will have an AFMC Form 80, coordinated and approved as detailed above. A Form 80 is not required for Non-rated aircrew multiple qualification documentation. AFMC Form 80 will be maintained in the first section of the Flight Evaluation Folder (FEF).

5.10.3.1. (AFMC) Approval Authority. AFMC delegates approval authority for dual qualifications to the flying wing commander for units assigned to Operations / Test Groups. Alternatively, AFMC/A3V is the approval authority for dual qualifications for aircrew who are assigned to an AFMC unit that are associated with Operations Groups for FOA only. AFMC/A3 is the approval authority for Center, wing and group commanders. AFMC/A3 is the approval authority for any other O-6 in a flying position. Submit the AFMC Form 80 for these individuals to AFMC/A3V for coordination and staffing to AFMC/A3. AFMC/A3 is the approval authority for all triple qualifications. Triple qualifications will only be authorized when there is a complete and compelling reason. The duration of the qualification will be a

temporary solution to solve short term manning problems. The unit must submit justification in writing signed by the wing commander or equivalent. Submit the AFMC Form 80 and accompanying justification to AFMC/A3V for coordination and staffing to AFMC/A3. Forward copies of all AFMC Forms 80 to AFMC/A3V for command level program oversight.

5.10.3.2. **(Added-AFMC) Review and Reporting.** Each year in September, OG/CCs will review and re-validate all multiple qualifications. Cancel those no longer required for mission accomplishment. Document this review with initials and date on each AFMC Form 80. A new AFMC Form 80 is required when aircraft qualification is changed. Changes in aircrew duty position do not require annotation. Upon permanent change of station (PCS) of a multiple qualified aircrew, the AFMC Form 80 will be re-accomplished by the gaining unit if multiple qualifications are still required. AFMC Forms 80 approved at HQ AFMC will have a control number and expiration date. These blocks are optional for flying wing commander approved multiple qualifications. Submit a complete listing of all multiple qualifications to AFMC/A3V via COOL at the end of each FY (30 Sep) for compilation into the AFMC/A3V review.

5.10.3.3. **(AFMC) Exceptions.** Pilot and flight engineer qualification in B-707/E-3/E-8 variants are considered a single qualification upon completion of conversion training in each specified aircraft. Pilot qualification in B-747 variants is considered a single qualification upon completion of conversion training in each specified aircraft. RPA (UAS Group 4/5) companion trainers (if applicable) will be documented on an AFMC Forms 80; however, the companion trainer is not considered a “second” or “third” qualification in regards to approval authority. Non-USAF glider tow planes, and civil aviation (aero club) aircraft flown in conjunction with the United States Air Force Test Pilot School (USAFTPS) curriculum do not constitute a multiple qualification. Aircraft flown for non-DoD purposes (i.e. DoD contractor aircrew flying on non-DoD contract aircraft) do not constitute a multiple qualification. This exception does not constitute a multiple qualification; however, document all aircraft flown for professional reasons on an AFMC Form 80 (See DCMA Inst 8210.1 / AFI 10-220 for additional guidance). Qualifications in multiple variants of the same MD family do not constitute a multiple qualification. See AFI 11-2FT Vol 1, MDS Attachments for additional guidance.

5.10.3.4. **(Added-AFMC) Training.** Do not begin qualification ground or flying training in an additional aircraft until the AFMC Form 80 has been approved. AFMC Form 80 approval does not negate or relieve any provisions of AFI 11-202V1 concerning aircraft qualification training. Do not enter flying personnel into qualification or re-qualification training in more than one aircraft at the same time.

5.10.3.5. **(Added-AFMC)** OG/CCs will designate a primary aircraft for multiple qualified aircrews. AF Forms 8 for dual qualified pilots will be reviewed as directed in **Table 7.1 (Added)**. The Final Approval Official will be the flying unit commander for the aircraft in which the eval was administered.

5.10.4. **Instrument Evaluation.** Pilots need only complete an INSTM evaluation, to include requisites, in one of the aircraft in which they maintain qualification as specified by

the authorizing MAJCOM unless additional INSTM evaluation requirements are directed by the MAJCOM in its supplement to this instruction.

5.10.4. (AFMC) Dual qualified pilots will complete an instrument evaluation in each category of aircraft in which qualified. See [Table 5.1 \(Added\)](#) Contact AFMC/A3V for any aircraft not listed.

Table 5.1. (Added-AFMC) Instrument Evaluation Categories.

High Altitude Penetration Descent	Low Altitude Enroute Descent	Rotary / Tilt Rotor	UAS
A-10	C-12	H-1	RQ-4
B-1	C-130	H-60	MQ-1
B-2	PC-12/U-28	CV-22	MQ-9
B-52	C-145		
B-707 Series	C-146		
C-5	DHC-8-Q200		
C-17	C/RC-26		
C-135	C-208		
C-20	c-27		
E-3			
E-8			
F-4			
F-15			
F-16			
F-22			
F-35			
KC-10			
KC-46			
T-38			
U-2			
Falcon 20			

5.10.5. **QUAL and MSN Evaluations.** All aircrew require a QUAL evaluation, and, if applicable, a MSN evaluation, to include requisites, in each MDS aircraft they maintain qualification according to applicable AFI MDS Vol 2, or AFI 10-3502 Vol 2.

5.10.5. (AFMC) Different series aircraft in the same MD do not constitute multiple qualifications and therefore do not require separate QUAL evaluations.

5.10.6. Failure to Pass a Flight Evaluation. A Q3 on an INSTM evaluation results in a downgrade in all aircraft flown in which instrument qualification is required. A downgrade resulting from a Q3 in a QUAL or MSN evaluation applies only to the aircraft for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft.

5.11. Universal Qualification. Universal qualification guidance applies to specialized aircrew who maintain qualification in two or more MDS where qualification is attained/maintained via a minimum of a ground phase examination. A flight phase evaluation, when required, may be accomplished on any of the aircraft in which the aircrew member is either gaining or maintaining qualification.

5.11.1. Applicability. Specialized aircrew may gain/maintain aircraft qualifications IAW Universal Qualification guidance. MAJCOMs will identify Universal Qualified crewmember eligibility in the MAJCOM supplement to this AFI.

5.11.1. (AFMC) Universal Qualification status is not applicable to AFMC operations.

5.11.2. Documentation. See [Chapter 7](#) or [Chapter 8](#), as applicable.

5.11.3. Qualification and Mission Evaluations. All aircrew qualifications maintained under Universal Qualification guidance are considered a QUAL evaluation. A MSN evaluation may be directed by applicable AFI 11-2MDS Vol 2 and/or MAJCOM supplement to this Instruction. MSN evaluations, when required, will include a flight phase evaluation in one MDS that the Specialized Aircrew member maintains qualification.

5.11.4. Failure to Pass a Requisite/Flight Evaluation. Failure of universally qualified aircrew members to pass a ground requisite or flight phase evaluation results in loss of applicable aircraft qualification, IAW MAJCOM supplement and AFI MDS Vol 2.

5.12. Aircrew Flying in Non-USAF Aircraft and with Non-USAF Units. Aircrew members authorized to perform duties in non-USAF aircraft IAW AFI 11-401, or on duty with or attached to non-USAF units for flying, abide by host service or host country guidance, except for the requirement to maintain a current physical and review their flight records according to AFI 11-202, Vol 1 and AFI 11-401.

5.12.1. Aircrew flying with non-USAF units (i.e. Exchange) do not need to abide by USAF guidance, including this AFI and AFI 11-2MDS Vol 2. Therefore, when they return to USAF units, they must complete applicable requisites and be evaluated for any periodic USAF evaluations that expired during their tour. The restrictions in paragraph [5.6.3](#) of this instruction apply to such individuals until successful evaluations are completed.

5.12.2. MAJCOM/A3s may approve exceptions to requirements for returning Exchange aircrew members to complete applicable requisites and expired USAF evaluations, if they determine non-USAF evaluations are equivalent to applicable AFI 11-2MDS Vol 2 evaluations (document IAW paragraph [7.8.3.2.2](#)).

5.12.2. (AFMC) Submit request to AFMC/A3V for considerations and/or approval.

5.12.3. USAF units that use non-USAF aircraft to execute a USAF flying program will comply with current USAF guidance, unless when excepted by proper authority. See AFI 11-401 for definitions of USAF and US Government aircraft.

5.12.4. **(Added-AFMC)** Exchange/Foreign Personnel. All primary aircrew will have a current AF Form 8 to fly in an unsupervised status. Commanders will approve and Chiefs of Stan/Eval will review each aircrew's individualized training program to ensure adequate knowledge of and proficiency in USAF/AFMC procedures. Upon completion of training, conduct ground and flight evaluations (as required) and document on AF Forms 8 (Not applicable for USAF/TPS students).

5.13. Initial Cadre.

5.13.1. Aircrew members who are appointed by their MAJCOMs as initial cadre either for a new mission set requiring a MSN qualification or for a new MDS where no flight examiner currently exists will comply with the intent of this instruction.

5.13.1. **(AFMC)** Initial Cadre status may be extended to any aircrew (rated, CEA, or non-rated). OG/CC will designate initial cadre crewmembers.

5.13.2. See paragraph 7.5 for guidance on Form 8/8a documentation.

5.13.3. MAJCOMs will indicate through MFR which aircrew are appointed as initial cadre and include in the FEF IAW paragraph 7.8.3.2.2.

5.13.3. **(AFMC)** The MFR will document training requirements (if any) associated with initial cadre status.

5.13.4. Tailor recurring evaluations to program requirements and aircraft capabilities. Simulators may be used to satisfy recurring evaluation requirements.

5.13.5. Pilots in these programs will maintain an instrument qualification (see paragraph 5.2.2). Maintenance of the instrument qualification, if not practical due to the developing capabilities of the new mission set and/or MDS, will be accomplished in aircraft possessing similar flying qualities/instrumentation as stipulated in the MAJCOM supplement/AFI 11-MDS Vol 2/MOU.

5.14. Remotely Piloted Aircraft (RPA). When RPA aircrew members are not qualified in certain areas (e.g. launch and recovery), provide comment and document restrictions in the remarks section of the AF Form 8. See paragraph 7.3.7.1.

Chapter 6

AIRCREW EXAMINATION PROGRAM

6.1. Purpose. The aircrew examination program measures aircrew member knowledge of normal/emergency procedures, threats, and other information essential for the safe and effective operation of their assigned weapon system through the administration of written or computer-based examinations.

6.2. Scope. This chapter applies to rated (pilots, Remotely Piloted Aircraft (RPA) pilots, navigators, combat systems operators, and air battle managers), CEA, non-rated X-prefix AE aircrew and RPA sensor operators. For Flight Surgeons (rated), Combat Camera, and non-rated aircrew (K-, Q-, or other X-prefix Air Force Specialty Code) that only require an examination to establish qualification, see [Chapter 8](#). The examination program in this chapter includes requisite examinations for periodic evaluations and unit periodic examinations. Requisite examinations include qualification open book and closed book examinations, instrument examinations and Boldface/CAPs examinations as described in paragraph 5.5.1.1.

6.2. (AFMC) Scope This chapter also applies to non-rated (X-prefix), AFMC assigned/attached Flight Surgeons, and all government civilians and contractors in like aircrew positions.

6.3. Administrative Procedures.

6.3.1. Program Documentation. Units will document the unit-level aircrew examination program.

6.3.2. Computer-Based Examinations. MAJCOM directed Stan/Eval software may fulfill the requirement for exams as outlined in this instruction.

6.3.2. (AFMC) AFMC will use Center Operations On Line (COOL) as designated by AFMC/A3V.

6.3.3. Retention of Examination Records. Retain graded exam answer sheets/computer records until the AF Form 8/8a is completed.

6.4. Exam Sources.

6.4.1. Open Book Exams. Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission.

6.4.1.1. The open book subject areas and the publications used to generate the exam will be made available to aircrew during testing. Electronic publications may be used as references for open book examinations.

6.4.1.2. Each unit will develop an open book Secure Question Bank (SQB) that serves as the source for the open book exam. Do not distribute the SQB to unit aircrews and safeguard it in the same manner as any other required Stan/Eval exam.

6.4.1.3. **(Added-AFMC)** Open book examinations will contain a minimum of 50 questions, 10 of which will be derived from applicable USAF, AFMC, and local flight instructions. Examinations will be reviewed for accuracy upon change or revision to any

referenced publication. Use of AFMC Form 70, *Standardization/Evaluation Answer Sheet* or equivalent can be used for any testing requirement.

6.4.1.4. **(Added-AFMC)** Open book examinations are not required for non-rated (X-prefix) aircrew or Flight Surgeons, but may be prescribed at the unit level. Units will forward copies to AFMC/A3V for review.

6.4.2. **Closed Book Exams.** Questions will come from MQFs.

6.4.2. **(AFMC)** Closed book examinations will be constructed from master question files and will measure knowledge of essential information critical to the safe and effective operation of the aircraft to include aircraft limitations, systems, normal and emergency procedures, cautions, warnings, and egress. Examinations will contain a minimum of 20 questions and, when applicable, boldface/CAPS. Examinations will be reviewed for accuracy upon change or revision of any referenced publication.

6.4.2.1. **MDS/crew position-specific MQFs.** Lead MAJCOMs will ensure MDS/crew-specific MQFs are available for using MAJCOM use and distribution to applicable aircrew.

6.4.2.1. **(AFMC)** Test questions should be multiple choice with only four possible answers (a,b,c,d). True/false questions may also be used. The MQFs will contain a minimum of 100 questions taken from the flight manual. Non-rated aircrew (to include FS) MQFs will contain a minimum of 50 questions. These questions must be applicable to all users of the MDS. If unable to generate 50 questions, contact AFMC/A3V relief. An AFMC Form 73 waiver is not required for approval.

6.4.2.1.1. Units may edit MQFs to accommodate local testing procedures, administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

6.4.2.1.2. Units will forward edits of MQF questions to the appropriate MAJCOM. Lead MAJCOMs will review MQFs annually and distribute changes to MQFs as necessary.

6.4.2.1.3. **(Added-AFMC)** Similar Model/Design aircraft may have combined MQFs and tests to cover all series in that design. (i.e.F-16/A/C/CM). Crew members are responsible for only those questions that are specific to MDS variants for which they are qualified. These questions will be identified by category designation

6.4.2.1.4. **(Added-AFMC)** The key element of the MQF program is the CCP. CCPs will develop and maintain their respective MQFs tailoring each mission design series (MDS) and crew position to AFI 11-2FTV2. The MQF program will be posted on the Edwards COOL server. In addition, each CCP will be responsible for updating their MQFs when changes to the Flight Manual occur.

6.4.2.1.4.1. **(Added-AFMC)** CCPs will be tasked to update MQFs annually or when a change to the flight manual occurs. Updated/reviewed MQFs will be annotated with the current month and year in the title. The MQFs will be reviewed annually no later than 1 March. If an out of cycle MQF is released, AFMC/A3V will notify each OGV in order to inform subordinate units.

6.4.2.1.4.2. **(Added-AFMC)** Notify AFMC/A3V and the CCP upon the

discovery of inaccurate or outdated information in command MQF files.

6.4.2.2. **Local Procedures MQF.** Units may develop and distribute a local procedures MQF to augment MDS/crew position-specific MQFs.

6.4.3. **Instrument Exams.** Reference AFMAN 11-210, *Instrument Refresher Program*. Units will ensure that only those questions relevant to the weapons system(s) and instrument procedures within their unit are included in the available questions from which aircrew will test.

6.4.4. **Exam Question Review.** The MAJCOM, NAF, and OG Stan/Eval functions will review all MDS/crew position-specific MQFs, SQBs, and prepared exams (if used) annually and after any changes in source documents. If a complete review was accomplished due to a source document change it may be annotated as the annual review. Units will document procedures for the exam reviews in their supplement to this instruction.

6.5. End-of-Course Exams. FTUs administering USAF Formal School courses listed in the *Air Force Education and Training Course Announcement (ETCA)* database (<https://etca.randolph.af.mil/>) may use end-of-course (EOC) exams to fulfill the requirements of the open book, closed book and Boldface/CAPS (if applicable) requisite exams.

6.5.1. The Stan/Eval agencies of the MAJCOM responsible for training will coordinate with the MDS lead MAJCOM to ensure the EOC exam meets the requirements of this instruction and AFI 11-2MDS Vol 2 before awarding credit for requisite completion.

6.5.2. EOC exam questions do not need to incorporate MDS/crew position-specific MQFs. All questions must reflect the latest changes to all systems and/or operational procedures and not conflict with any MQFs.

6.5.3. All EOC exams that fulfill the requirements of requisite exams will be graded according to paragraph 6.8 and entered on the AF Form 8/8a according to paragraph 7.3.5.1.

6.6. Exam Management. With the exception of written Boldface/CAPs exams, units will either maintain prepared exams for each crew position or generate a unique exam for each aircrew member.

6.6.1. If prepared exams are maintained for each crew position:

6.6.1.1. Units are required to develop and control a minimum of two exams for each crew position.

6.6.1.2. Units having ten or fewer members per crew position require only one exam.

6.6.1.3. When different crew positions are responsible for the same information, units are not required to maintain separate exams for each crew position.

6.6.1.4. Change a minimum of 50 percent of the questions on each prepared exam each calendar year.

6.6.2. If a unique exam is generated for each aircrew member:

6.6.2.1. Units may use MAJCOM-approved software for exam creation.

6.6.2.2. Requisite exam databases will contain at least twice the number of questions required for each exam (e.g. if a 50-question exam is generated, there must be at least 100 questions in the exam database).

6.6.3. When published guidance changes, the associated prepared exam or exam database (depending on method used) will be updated as soon as possible upon receipt.

6.7. Exam Security. Stan/Eval personnel will maintain positive control of all requisite exams, applicable answer sheets, and associated computer-based media.

6.8. Grading.

6.8.1. **Boldface/CAPs.** Grade Boldface/CAPs exams on the two-tier grading system (i.e. Q/U). Satisfactory performance requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The minimum passing grade is 100 percent.

6.8.2. **Written or Computer-Based Examinations.** Grade written or computer based examinations as a percentage of correct answers. The minimum passing grade is 85 percent. All questions missed will be reviewed immediately following the exam.

6.8.3. Units will grade all requisite and/or Boldface/CAPs exams prior to the aircrew member's next flight.

6.9. Failure to Pass a Requisite Exam.

6.9.1. **Reexamination Policy.** An aircrew member failing a requisite examination must be afforded an adequate study period prior to reexamination. For other than Boldface/CAPs, the aircrew member will be reevaluated using an alternate exam.

6.9.2. **Reexamination Period.** Aircrew members who fail a requisite exam must complete a successful reexam by the end of the third month following the date of the first failure, or the end of their eligibility period, whichever occurs first. Waiver authority to extend the time allowed to successfully complete the reexam is the OG/CC (document IAW paragraph [7.8.3.2.2](#)).

6.9.3. **Boldface/CAPs Reexamination Restriction.** Aircrew members failing a Boldface/CAPs exam will not fly as aircrew members until a successful Boldface/CAPs reexam is accomplished.

6.9.4. Supervised Status.

6.9.4.1. Place aircrew members who fail a requisite open/closed book or instrument exam in supervised status IAW paragraph [5.7](#) until successful retesting is completed.

6.9.4.2. For aircrew members who maintain multiple qualifications, supervised status resulting from failure of either an open or closed book examination applies only to the aircraft for which the examination was administered. Failure of the instrument exam results in the examinee being placed in supervised status in all aircraft in which instrument qualification is required.

6.10. Unit Periodic Examinations (Optional). If used, MAJCOMs and/or units will include guidance in their supplements to include procedures for failed exams.

6.10. (AFMC) Unit Periodic Examinations (Optional). Periodic testing content and frequency is at the discretion of the unit, if used.

6.10.1. Each group/squadron Stan/Eval function may conduct periodic testing for all aircrew. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit.

6.10.2. Administration of the exam is at the discretion of the MAJCOM and/or unit.

6.10.3. Periodic exams will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam.

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the aircrew qualification evaluation program requires accurate documentation. The qualifications for which an aircrew member is to be evaluated are determined from the unit certification document. This chapter provides documentation guidance for members that require an in-flight evaluation to establish qualification. See **Chapter 8** for documentation guidance pertaining to flight surgeons, combat camera, and non-rated aircrew that only require an examination to establish qualification.

7.1.1. The results of aircrew evaluations are recorded on the AF Form 8/8a. The chronological history of evaluations for an aircrew member is recorded on an AF Form 942, *Record of Evaluation*. These AF forms are maintained in the FEF.

7.1.2. In all instances of documentation, use of electronic forms is authorized, to include use of electronic signatures and wholly electronic FEFs IAW MAJCOM supplement guidance. In all instances, computer-generated forms must mirror AF forms as published on the USAF E-Publishing web site.

7.1.2. (AFMC) Electronic Forms 8/8a and all other contents of an electronic FEF will be maintained in COOL.

7.2. Qualifications versus Certifications. Qualifications are attained through evaluations and documented on the AF Form 8/8a, as applicable. Certifications are attained through methods other than evaluation (e.g. commander certifications, flight lead upgrades, etc.) and may be documented on an AF Form 4348, *USAF Aircrew Certifications* or on a unit certification document signed by an authorized official.

7.2. (AFMC) AFMC units and AFRC units under OPCON to AFMC will: Use the AF Form 4348 to document completion of conversion/difference training when a Form 8 evaluation is not required. The Form 4348 is not required for qualifications documented on the Form 8a. The Form 4348 is not required if only one variant of an MD exists (ie B-2A)

7.3. AF Form 8/8a, Certificate of Aircrew Qualification.

7.3.1. **Purpose.** The AF Form 8/8a is the source document used to record and verify the qualification of an aircrew member.

7.3.1.1. Use the AF Form 8 to record aircrew qualification in a single aircraft.

7.3.1.2. Use of the AF Form 8a is optional for aircrew maintaining qualification in multiple aircraft and/or multiple series qualification in the same MDS or are Universal Qualified.

7.3.1.2. (AFMC) The AF Form 8a will be used to document non-rated (X-prefix) aircrew and Flight Surgeon aircraft qualification. The Form 8a will not be used to document primary aircrew (rated and CEA) qualification in multiple aircraft.

7.3.1.3. Completion of an AF Form 8/8a is accomplished by four individuals: the flight examiner, a Reviewing Officer, a Final Approving Officer, and the examinee.

7.3.2. General Data Entry. See Attachment 3 for sample AF Forms 8, Attachment 4 for sample AF Forms 8a.

7.3.2.1. In all instances of data entry, if an electronic form is used, the format required by the electronic form will be used (see also paragraph [7.1.2](#)).

7.3.2.2. For date fields use a two-digit day, three-letter month and two-digit year format (e.g. 24 Jun 12).

7.3.2.3. The “Eligibility Period” and “Expiration Date of Qualification” blocks will use a three-letter month and two-digit year format (Jun 12).

7.3.2.4. Except where specifically noted otherwise (i.e. annotating the type evaluation, “INSTR”), use upper and lower case letters.

7.3.2.5. Requirements for font, indentation, and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards as desired.

7.3.3. Date Completed.

7.3.3.1. Use the latest completion date of the evaluation requisites (ground or flight phase) or the additional training if assigned.

7.3.3.2. **(Form 8a)** Use the latest completion date of all MDS listed.

7.3.3.3. **(Added-AFMC)** Normally, the AF Form 8/8a is left “open” until all flight evaluation and ground requisites are complete. When requisites are not completed within the prescribed period, close the AF Form 8. When a less than qualified grade is awarded on any requisite or evaluation or the examinee is placed in a supervised status, close the AF Form 8.

7.3.4. [Section I](#) - Examinee Identification.

7.3.4.1. Name, Rank (USAF-standard abbreviated or non-abbreviated rank is acceptable) and last four of Social Security Number (SSN).

7.3.4.2. Organization and Location.

7.3.4.2.1. Enter the unit designation and location where the examinee is assigned/attached for flying (actual unit/office symbol will be annotated IAW paragraph [7.3.6.4](#)).

7.3.4.2.2. For FTU courses in which an evaluation is administered, the organization and location will reflect the FTU organization/location.

7.3.4.3. Aircraft/Crew Position.

7.3.4.3.1. Enter the MDS in which the evaluation was given

7.3.4.3.1. **(AFMC)** Enter MD (mission and design) for SPOT ground evaluations (i.e. EPE).

7.3.4.3.2. **(Form 8a)** Enter the aircraft MDS in which the flight phase evaluation was given. When no flight phase evaluation was accomplished or when aircrew are qualified in two or more aircraft IAW Universal Qualification guidelines, enter the primary aircraft MDS.

7.3.4.3.2. **(AFMC)** Enter the aircraft MD in which the evaluation was given.

7.3.4.3.2.1. **(Added-AFMC)** For FS, the first entry will be “ALL”. Following entries will be the applicable aircraft MDs.

7.3.4.3.3. Enter the examinee’s highest qualification reflecting the intention of the evaluation in that particular MDS. **Note:** Examiner (e.g. EP, EF, etc.) is not a qualification, it is a certification, and should only be entered when the flight examiner is receiving a SPOT Flight Examiner Objectivity evaluation IAW MAJCOM supplements.

7.3.4.3.4. **(Added-AFMC)** For aircrew maintaining qualification in more than one MD, list all MDs that the instrument evaluation applies to in the AF Form 8, Section D, Additional Comments.

7.3.4.4. Eligibility Period.

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last similar periodic aircrew qualification evaluation (e.g., if the last MSN evaluation expires Sep 12, enter Apr-Sep 12).

7.3.4.4.2. Enter N/A (not applicable) for INIT, SPOT, RQ, and out-of-the-eligibility period evaluations (see paragraph [5.8.3.2](#)).

7.3.4.4.3. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of paragraph [5.8.3.2.3](#), enter the 6-month period preceding the original expiration date (SQ/CCs extend only the expiration date, not the eligibility period).

7.3.4.4.4. Dual entries are authorized for misaligned combined evaluations (e.g., if last INSTM evaluation expires Nov 12 and QUAL evaluation expires Jan 13, enter “INSTM: Jun-Nov 12/QUAL: Aug 12-Jan 13” for an INSTM/QUAL evaluation).

7.3.5. [Section II - Qualification.](#)

7.3.5.1. Ground Phase.

7.3.5.1.1. Examination/Check.

7.3.5.1.1.1. Make a separate entry for each ground requisite exam/evaluation. Discrepancies will be noted in the examiner’s remarks (see paragraph [7.3.7.3.3](#)).

7.3.5.1.1.1. **(AFMC)** The entry order will be as listed below. Crewmembers qualified on multiple model variants that have separate examinations, such as C-130H/J, will take both open and closed book exams for each aircraft (only applies when separate MQFs exist). For a single MD test, the MDS descriptor may be omitted.

7.3.5.1.1.1.1. **(Added-AFMC)** C-130H Open Book

7.3.5.1.1.1.2. **(Added-AFMC)** C-130H Closed Book

7.3.5.1.1.1.3. **(Added-AFMC)** C-130J Open Book (if applicable)

7.3.5.1.1.1.4. **(Added-AFMC)** C-130J Closed Book (if applicable)

7.3.5.1.1.1.5. **(Added-AFMC)** Boldface or CAPS (as applicable or if

applicable)

7.3.5.1.1.1.6. **(Added-AFMC)** EPE

7.3.5.1.1.1.7. **(Added-AFMC)** Instrument (if applicable)

7.3.5.1.1.1.8. **(Added-AFMC)** Form 8a entries for evaluations without a flight phase, the entries will be as listed below.

7.3.5.1.1.1.8.1. **(Added-AFMC)** Closed Book

7.3.5.1.1.1.8.2. **(Added-AFMC)** Boldface or CAPS (as applicable or if applicable)

7.3.5.1.1.1.8.3. **(Added-AFMC)** Egress

7.3.5.1.1.2. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section.

7.3.5.1.1.3. Annotate an EPE as 1, 2, or 3 regardless of whether all or a portion of the EPE was performed inflight.

7.3.5.1.1.4. Annotate "Instrument" for instrument requisite exam.

7.3.5.1.1.5. Annotate "Boldface" or "CAPs" as required by the applicable AFI 11-2MDS Vol 2.

7.3.5.1.1.6. **(Form 8a)** Make a separate entry for each ground requisite exam/evaluation by MDS IAW published guidance.

7.3.5.1.1.7. **(Form 8a)** For a combined ground requisite that includes all applicable aircraft under Universal Qualification guidelines (example: one closed/open book examination which contains questions for more than one aircraft or one EPE which evaluates more than one aircraft) make a single line entry for each requisite (i.e. Open Book, Closed Book, EPE etc.).

7.3.5.1.2. **Date.** In the date column, enter the date that the requisite is successfully completed. Enter the recheck (EPE)/reexam (test/Boldface/CAPs) date if a recheck/reexam was required.

7.3.5.1.3. **Grade.**

7.3.5.1.3.1. Enter failed exam score with a successfully completed reexam as follows: **84/98**.

7.3.5.1.3.2. Enter failed Boldface/CAPs with successful re-accomplishment as follows: **U/Q**.

7.3.5.1.3.3. Separate Boldface/CAPs grades from other requisite examination grades when on the same line by enclosing them in parentheses as follows: **84/98 (U/Q)**.

7.3.5.1.3.4. Enter failed EPE grades with a successful recheck as follows: **3/1**.

7.3.5.2. **Flight Phase.**

7.3.5.2.1. **(Form 8a)** If applicable governing instructions require non-rated aircrew to demonstrate in-flight proficiency in more than one MDS, MAJCOMs may use a

separate AF Form 8a for each MDS with flight phase evaluations IAW multiple qualification guidance in paragraph 5.10 and universal qualification guidance in paragraph 5.11.

7.3.5.2.1. (AFMC) A flight phase evaluation is not required for non-rated (X-prefix) or Flight Surgeons. Document local requirements in the unit supplement to this instruction. All initial aircraft qualifications will be documented on separate/individual Form(s) 8a. Consolidate all Forms 8a into a single document during the next phase (recurring) period. Additional initial aircraft qualifications gained outside of the recurring Form 8a eligibility period may be documented on a separate Form 8a.

7.3.5.2.2. Mission/Check.

7.3.5.2.2.1. IAW paragraph 5.2, use the following designations to describe the purpose of the evaluation(s): INSTM, QUAL, MSN, INSTR, or SPOT. If combined, include the designation of each evaluation (e.g., QUAL/MSN, INSTM/QUAL/MSN, etc.).

7.3.5.2.2.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, N/N and/or SIM. More than one prefix may be used to describe an evaluation as outlined in paragraph 5.2.6.

7.3.5.2.2.2.1. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in paragraph 5.2.4.

7.3.5.2.2.2.2. INSTR will not be used for periodic evaluations as the AF Form 8/8a aircraft/crew position is already annotated with the instructor designation (e.g. IB, IN, IP)

7.3.5.2.2.2.3. When requalification deals with regaining a complete loss of instructor qualification, document it as RQ INSTR (not RQ SPOT).

7.3.5.2.2.3. Make a single line entry to document the flight(s)/event(s) used to complete the evaluation.

7.3.5.2.2.4. Make multiple single line entries for each flight/event if two or more flights/events are required and administered by either different flight examiners or on separate days.

7.3.5.2.2.5. Where a single mission (such as airlift tasking) consists of multiple flights over one or more days with the same flight examiners, a single line entry may be used.

7.3.5.2.3. Date.

7.3.5.2.3.1. Enter the date the flight/event was completed.

7.3.5.2.3.2. For evaluations where a single mission consists of multiple flights over one or more days (see paragraph 7.3.5.2.2.5), enter the inclusive dates of the flight(s). Document the details IAW paragraph 7.3.7.3.2.

7.3.5.2.3.3. For evaluations conducted on missions consisting of a single flight spanning more than one day, use a single line entry with the date the mission was

completed. Document the details IAW paragraph 7.3.7.3.2.

7.3.5.3. Qualification Level.

7.3.5.3.1. Annotate the examinee's overall qualification level IAW the definitions of paragraph 5.3.3 by placing a "1" (for Q1) or "2" (for Q2) in the qualified block or a "3" (for Q3) in the unqualified block.

7.3.5.3.2. Combined evaluations (e.g., INSTM/QUAL, INSTM/QUAL/MSN, etc.) require only one grade if all evaluations were awarded the same overall level.

7.3.5.3.2.1. If the overall level varies for each type of evaluation accomplished, indicate the qualification level for each part separately (e.g., "INSTM: 1" and "QUAL: 2" in the qualified block or "INSTM/MSN: 1" in the qualified block and "QUAL: 3" in the unqualified block).

7.3.5.3.3. **(Form 8a)** Place a 1, 2, or 3 in the Qual Level block next to the applicable flight phase.

7.3.5.3.4. **(Form 8a)** This section does not apply to Universal Qualified aircrew members or to crewmembers that do not require a flight phase evaluation (see Chapter 8).

7.3.5.4. Expiration Date of Qualification.

7.3.5.4.1. IAW paragraph 5.8.1. for evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed.

7.3.5.4.2. For evaluations that do not establish a new eligibility period, enter "N/A."

7.3.5.4.3. Combined evaluations require only one date if all parts of the evaluation were successfully completed and/or "N/A" if all parts were assigned an unqualified grade.

7.3.5.4.3.1. For combined evaluations where one component is successfully completed and/or one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and "N/A" for those portions awarded an unqualified grade (e.g., QUAL 1 and INSTM 3, then enter "QUAL-Jul 12" under Qualified and "INSTM-N/A" under Unqualified).

7.3.5.4.4. **(Form 8a)** For evaluations **without** a flight phase requirement that establish a new eligibility period enter the month and year that is 17 months after the month in which the latest ground requisite was successfully completed.

7.3.5.4.4. **(AFMC)** For initial aircraft qualifications, the first (oldest) Forms 8a expiration date determines the expiration date for all subsequent initial Forms 8a qualifications. All additional aircraft will expire on the same date. Subsequent recurring evaluations (consolidated on a single Form 8a) will expire on the date of the first aircraft evaluation administered with requisites completed within the eligibility period.

7.3.5.4.5. **(Form 8a)** For evaluations **with** a flight phase that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase evaluation was successfully completed.

7.3.5.5. **(Form 8a) Universal Qualification.** Annotate each MDS separately in Section II, Universal Aircraft Qualification blocks, where qualification is being attained/maintained. The first block will contain the MDS listed under ACFT/CREW POSITION, and will be annotated on the AF Form 942 IAW paragraph 7.7.2.

7.3.5.5. **(AFMC)** Universal Qualification is not applicable to AFMC flight operations or aircrew qualifications.

7.3.5.6. **Additional Training.** If additional training not required, annotate each of the blocks described below with “N/A.”

7.3.5.6.1. **Due Date(s).**

7.3.5.6.1.1. Enter a date not to exceed the last day of the third month following the event requiring additional training (e.g. 26 Jan 12 Flight Eval, 30 Apr 12 due date).

7.3.5.6.1.1. **(AFMC)** AFMC and AFRC under OPCON to AFMC will complete additional training NLT the last day of the second month.

7.3.5.6.1.2. If more than one date is required, preface the due dates with EPE or FLT as appropriate.

7.3.5.6.2. **Date Additional Training Completed.**

7.3.5.6.2.1. Enter the date(s) the examinee completed additional training, otherwise, enter “N/A.”

7.3.5.6.2.2. If more than one date is required, preface the date completed with EPE or FLT, as appropriate.

7.3.5.6.3. **Certifying Official.** The instructor who completed the additional training (or final event if more than one instructor is used) will sign as the Certifying Official.

7.3.5.7. **Restrictions/Exceptionally Qualified/Commander-Directed Downgrade.** Place an “X” in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite exams.

7.3.5.7.1. **(Added-AFMC)** Restrictions include items derived from poor performance on an evaluation and either become permanent or dropped when the prescribed Additional Training is completed. Also, include Phase I mission elements that weren’t completed in the training program. For example, if a pilot didn’t complete night training requirements in the Phase I training program. Restrictions may be permanent or may be temporary. Temporary restrictions such as night training not complete at the time of the evaluation may be lifted when the ADDITIONAL TRAINING block of the AF Form 8 is signed. Restrictions may include: Day only (TPS school instructors night restricted), CONUS only (for navigators not over water qualified).

7.3.5.7.2. **(Added-AFMC)** Exceptionally Qualified. The aircrew member must score 100 on all required closed book examinations (MQF). All open book examinations must be graded 95 or higher. The EPE and BOLDFACE/CAPS (when applicable) must be graded Q/1 with no discrepancies.

7.3.6. Section III – Certification Signatures.

7.3.6.1. Flight Examiner.

7.3.6.1.1. **(Form 8a)** With only ground phase requisites required, any unit designated flight examiner can sign the AF Form 8a.

7.3.6.1.2. The flight examiner signing Section III of the AF Form 8:

7.3.6.1.2.1. Is responsible for the content of the AF Form 8/8a, and will not sign Section III until verifying all required items (IAW this AFI and AFI 11-2MDS Vol 2) are documented.

7.3.6.1.2.2. Will always place an “X” in the remarks block and make comments in the comments block

7.3.6.1.2.2.1. **(Form 8a)** This applies only when a flight phase is required; if only a ground phase is required, do not place an "X" in the remarks block and no Examiner Remarks are required in the Comments block in Section IV.

7.3.6.1.3. If two or more flights are required to complete an evaluation, only the flight examiner completing the evaluation will sign Section III, any other evaluator(s) will enter remarks in the Mission Description block describing those parts of the flight evaluation they evaluated and sign a signature block immediately adjacent to their remarks (see examples in [Attachment 3](#)).

7.3.6.1.3. **(AFMC)** Each examiner will document as a minimum Examiner's remarks, part A and B. The examiner's signature block will reflect the examiner's name, grade and organization.

7.3.6.2. Reviewing and Final Approving Officers.

7.3.6.2.1. **(Form 8a)** A Reviewing Officer is not required for non-rated aircrew with only ground phase examination requisites for qualification.

7.3.6.2.1. **(AFMC)** A reviewing officer is required for AFMC operations.

7.3.6.2.2. The Reviewing and Final Approving Officers (those officers holding these positions, or acting in their stead during the period of the signature process -- not necessarily the date of the evaluation) will review the content of the AF Form 8/8a and the flight examiner's overall assessment, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and will place an “X” in the “Concur” block.

7.3.6.2.2.1. If either or both officers do not agree with any portion of the Form 8/8a, the overall grade will not be changed, but the dissenting officer will place an “X” in the “Do Not Concur” block on his/her line of the AF Form 8/8a. Remarks will not be modified without the concurrence of the individual who entered the original comments.

7.3.6.2.2.2. If “Do Not Concur” is marked, the non-concurring officer(s) will provide justification (e.g. reason for non-concurrence, suggested modifications to additional training as recommended by the flight examiner, etc.) IAW paragraph 7.3.7.4 and/or paragraph 7.3.7.5.

7.3.6.2.3. The Reviewing Officer will sign and date the AF Form 8/8a after the flight examiner, but prior to the Final Approval Officer.

7.3.6.2.4. The Final Approval Officer will sign and date the AF Form 8/8a after the Reviewing Officer but prior to the examinee. As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade IAW paragraph 5.9 if further action is warranted.

7.3.6.2.5. MAJCOMs will specify in the MAJCOM supplement who the reviewing and final approving officers will be for evaluations other than formal course evaluations accomplished at an FTU. The same individual will not sign as both the Reviewing and Final Approving Officer.

7.3.6.2.5. (AFMC) The examiner, reviewer, and approving officer should all be different individuals for any particular AF Form 8. In addition to providing an additional level of command oversight, the Reviewing Officer is responsible for quality control of the AF Form 8/8a format and is also responsible for ensuring the content of the AF Form 8/8a is in compliance with this instruction and AFMC supplement. Therefore, the Reviewing Officer should be currently involved in the Stan/Eval operations of the unit; however, where the Unit Chief of Stan/Eval is the examinee or the examiner, the Final Approving Officer will designate an appropriate Reviewing Officer. The Final Approving Officer is responsible for certifying the qualifications attested to on the AF Form 8/8a and should be the flying unit commander or OG/CC. The next higher available level of flying oversight should approve flying unit commander evaluations. The levels of flying oversight are flying unit commander, operations group commander, wing commander, and finally AFMC/A3V. See Table 7.1 (Added) for additional guidance.

Table 7.1. (Added-AFMC) AF Form 8 and 8a Reviewing and Approving Officials.

If examinee is:	Reviewing officer is:	Final Approving officer is:
Unit Chief of Stan/Eval	Designated by Final Approving Officer	Flying Unit Commander
Center, Wing, or Group Commander; CCP	Highest level of Stan/Eval at location	AFMC/A3V Chief of Stan/Eval
Unit Commander	Highest level of Stan/Eval at location	AFMC/A3V Chief of Stan/Eval or OG/CC
All other assigned	Unit Chief of Stan/Eval	Assigned flying unit commander
All other AFMC attached (ie OG/CD, SE)	Unit Chief of Stan/Eval	Attached flying unit commander
All other non-AFMC attached (ie AFOTEC)	Unit Chief of Stan/Eval	Unit of Assignment Commander

7.3.6.2.5.1. **(Added-AFMC)** For initial qualification, requalification, and crew position upgrade, aircrew personnel must be certified prior to performing these duties in an unsupervised status. Certification normally occurs on the date the final approving official signs the AF Form 8/8a. Approving officials may authorize unsupervised duty status prior to signature on the AF Form 8/8a. Document this authorization (with date) in the remarks section of the evaluation worksheet and the final AF Form 8, Section D, Additional Comments.

7.3.6.2.6. For evaluations completed at formal course FTU locations, the reviewing and final approving officers will be assigned to the FTU.

7.3.6.3. **Organization Block Format.** The format and content of data for the Organization block for the flight examiner and reviewing and final approving officers will be as follows:

7.3.6.3.1. **Flight examiner.** Annotate unit/organization and office symbol of the flight examiner that completed the evaluation (e.g., 526 ARS/DOT, 12AF/OV, USAFE/A3TV).

7.3.6.3.1. **(AFMC)** AF Form 8a: Document flight examiner signatures for additional aircraft qualifications (recurring) on Section IV, Comments as shown in Attachment 4. The flight examiner for the last aircraft will sign the front of the Form 8a. Signing the front closes the recurring Form 8a and initiates routing for Reviewing Officer and Final Approving Officer signatures.

7.3.6.3.2. **Reviewing and Final Approving Officers.** Annotate unit/organization and office symbol as directed by MAJCOM supplement (e.g., 93 BS/DO, 388 OG/CC, 4 FW/CC).

7.3.6.4. **Examinee.** The examinee will sign and date after the Final Approving Officer certifying that they have been debriefed and understand the action(s) being taken.

Annotate unit/organization and office symbol in the Typed Name and Grade block (e.g. HQ ACC/A3TV, 48 OG/OGV, etc.).

7.3.7. **Section IV – Comments.**

7.3.7.1. **Restrictions (if required).**

7.3.7.1.1. Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of Section IV.

7.3.7.1.2. Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

7.3.7.1.3. Restrictions associated with failed requisite examinations will not be documented on the AF Form 8/8a.

7.3.7.2. **EQ Designation (when used).** Enter designation in all capital letters. Document justification (e.g., areas of excellence) before Examiner's Remarks. Do not use OPR/EPR style statements (e.g. stratification). See examples in [Attachment 3](#).

7.3.7.3. **Examiner Remarks.**

7.3.7.3.1. **General.** For evaluations requiring two or more flights, the mission description will be annotated with First Sortie, Second Sortie, etc., as applicable.

7.3.7.3.1.1. First Sortie, Second Sortie, etc. entries on subsequent paragraphs/subparagraphs will be annotated only if there are discrepancies or recommended additional training.

7.3.7.3.1.2. In all instances, except for the mission description, if no verbiage is needed annotate with "None".

7.3.7.3.2. **Mission Description.** The verbiage of the Mission Description will be IAW AFI 11-2MDS Vol 2 and will verify that the required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors (if the instructor taught throughout the entire mission and there were numerous areas in which instructional ability was demonstrated, one general comment will suffice).

7.3.7.3.2. **(AFMC)** Document all relevant facts of the mission to include purpose of evaluation, a brief description of the weather (if a factor), specific maneuvers, type instruction evaluated (if applicable), and the examinees performance, if warranted. For a requalification evaluation describe the circumstances causing the unqualified status. Form 8a mission descriptions will state if the evaluation is a recurring or initial evaluation, and will include the MDS variant (if applicable) and/or use of simulator. All other comments may be by exception.

7.3.7.3.3. **Discrepancies.** Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade (Q-/U), annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all ground phase discrepancies under paragraph B. Discrepancies, 1. Ground, and all flight phase discrepancies under B. Discrepancies, 2. Flight.

7.3.7.3.3. (AFMC) Document all discrepancies of “Q-” or “U” or enter “NONE”. For any discrepancies, use the worksheet item number, description, grade and a summary of the discrepancy. Indicate if debriefed when additional training is not prescribed.

7.3.7.3.4. Recommended Additional Training.

7.3.7.3.4.1. If discrepancies are documented in paragraph B and are not listed as Debriefed, annotate Paragraph C with recommended additional training.

7.3.7.3.4.2. Descriptions of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to a flight examiner or an instructor.

7.3.7.3.4.3. If additional training items will not fit on the AF Form 8/8a, at a minimum annotate the proficiency that will be required by the examinee prior to the recheck.

7.3.7.3.4.4. Flight and ground discrepancies will be listed separately. If there is no additional training, annotate paragraph C as, “Recommended Additional Training. None.”

7.3.7.3.5. Additional Comments.

7.3.7.3.5.1. Comments are restricted to significant information dealing with the evaluation not documented elsewhere.

7.3.7.3.5.2. Document any commendable items (see paragraph [5.3.2.7](#)) under Additional Comments using the following format: “Commendable” followed by grading area number, grading area title (followed by any subarea title in parenthesis) and flight examiner’s description of commendable circumstances (see [Attachment 3](#)).

7.3.7.3.5.3. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

7.3.7.3.5.4. If the flight phase grade differs from the overall qualification level, the flight phase grade will be entered in this paragraph.

7.3.7.3.5.5. If an alternate evaluation method is used to satisfy a part of the ground or flight phase requirements (unless always accomplished verbally, on the ground, or in the simulator/ATD according to the AFI 11-2MDS Vol 2 grading criteria), enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.3.7.3.5.6. If an individual received an overall Q3, indicate whether the entire evaluation must be reaccomplished, or just specific areas/subareas.

7.3.7.3.5.7. If the recheck examiner of a ground recheck is different from the initial flight examiner, the recheck examiner will sign and date a statement under this paragraph.

7.3.7.3.5.8. IAW paragraph [5.2.5.2.1](#), if a SPOT evaluation is used to update a periodic evaluation and/or the OG/CC authorizes additional flights after the SPOT

to accomplish a periodic evaluation, document the circumstances in this section.

7.3.7.3.5.9. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.) in this paragraph (see paragraph [7.8.3.2.2](#)).

7.3.7.3.5.9. (AFMC) An MFR may be used as a continuation sheet for any Form 8/8a comments that exceed the capacity of the Form 8/8a. File the MFR with the associated Form 8/8a in the FEF.

7.3.7.3.5.10. Document individual or group waivers applicable to the evaluation.

7.3.7.4. Reviewing Officer's Remarks. Reviewing Officers will annotate their remarks following the Examiner's Remarks in the space provided. If no remarks, annotate with "None."

7.3.7.5. Approving Officer's Remarks. Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with "None."

7.3.7.6. Additional Reviews (Optional). Additional reviews are at MAJCOM/unit discretion and will be defined in the MAJCOM and/or unit supplement.

7.3.7.6. (AFMC) Add "GFR Review" for all contractor aircrew.

7.3.8. Temporary Evaluation Documentation.

7.3.8.1. File temporary evaluation documentation in the aircrew member's FEF after all evaluation requirements are complete (i.e., all ground and flight requisites) as a temporary record of the flight evaluation results.

7.3.8.1. (AFMC) The AFMC flight evaluation worksheets will be used as the temporary draft AF Form 8/8a.

7.3.8.2. The temporary evaluation documentation will include examinee, examiner, type evaluation, qualification level, requisites results, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates.

7.3.8.3. The examiner completing the evaluation will sign and date the temporary evaluation documentation.

7.3.8.4. Remove temporary evaluation documentation when the permanent AF Form 8/8a is filed in the FEF.

7.3.8.5. File the completed AF Form 8/8a in the FEF not later than the end of the third month following the date completed annotated on the AF Form 8/8a.

7.3.8.5. (AFMC) Units will complete the routing and certification of the final AF Form 8/8a within 30 days of completion of the last requisite/event. For units with displaced final approving officials, this may be no more than 60 days for final certification.

7.3.8.6. Further guidance concerning temporary evaluation documentation will be outlined in MAJCOM and unit supplement.

7.3.8.6. (AFMC) If the individual is approved for unsupervised duties IAW **paragraph 7.3.2.6.5.1 (Added)**, the final approval authority will also sign the flight evaluation worksheet.

7.3.9. Rechecks

7.3.9.1. Flight Rechecks

7.3.9.1.1. Use a separate AF Form 8/8a from the Q3 AF Form 8/8a for flight phase rechecks.

7.3.9.1.2. The recheck AF Form 8/8a will only include documentation of the flight phase evaluation, Requisite completion dates from the Q3 AF Form 8/8a will not be annotated on the recheck form unless requisites were not completed or are required to complete the recheck.

7.3.9.1.3. If the flight recheck is completed prior to completion of required requisites, delay completion of the AF Form 8/8a until requisites are complete and enter the requisites on the recheck AF Form 8/8a.

7.3.9.2. Ground Rechecks.

7.3.9.2.1. A ground recheck will be documented on the Q3 AF Form 8/8a that generated it.

7.3.9.2.1. (AFMC) AFMC/A3V will complete AF Form 8/8a downgrade actions for any crew member that fails the Boldface/CAPS or MQF portion of the examination administered in conjunction with a Formal inspection or Aircrew Performance Evaluation.

7.3.9.2.2. Except as described below, the AF Form 8/8a will be documented as described in paragraphs **7.3.4** through **7.3.7**.

7.3.9.2.2.1. **Date Completed.** Use the latest completion date (ground requisite or successful ground recheck) of the evaluation.

7.3.9.2.2.2. **Flight Phase.** Document the date of the ground recheck on a separate line as "GROUND RECHECK" below the flight evaluation entry under Flight Phase.

7.3.9.2.2.3. **Qualification Level.** Annotate the overall qualification level as "3/1" in the qualified block.

7.3.9.2.2.4. The flight examiner that completed the flight evaluation (i.e. the one that gave the overall Q3) will sign the front of the AF Form 8/8a. If the recheck examiner is different than the flight examiner that gave the Q3, the recheck examiner will sign and date an appropriate statement in Section IV - Comments, Examiner's Remarks (see paragraph **7.3.7.3**).

7.4. Commander-Directed Downgrade (see also paragraph 5. 9). Except as described below, the AF Form 8/8a for a Commander-directed Downgrade will be IAW paragraph **7.3**.

7.4.1. **Date Completed.** The effective date of the downgrade. This is the date the commander initiated the downgrade action. If this is a result of a downgrade for non-flying related issues, the date the commander mandated the downgrade action will be used.

7.4.2. **Section I - Examinee Identification.**

7.4.2.1. **Aircraft/Crew Position.** In addition to the aircrew member's MDS, if the downgrade includes a loss of a qualification (i.e. instructor) enter the downgraded crew position. If the individual is downgraded to a completely unqualified status (i.e. IP to UP), enter the crew position to which he/she will be re-qualified upon successful completion of either an RQ evaluation or ground recheck.

7.4.2.2. **Eligibility Period.** Enter "N/A".

7.4.3. **Section II - Qualification.**

7.4.3.1. **Flight Phase.** In the Mission/Check block enter the type evaluation commensurate with the downgrade being given (e.g. if the commander is downgrading an area/subarea related to the tactical mission of the weapon system, then enter MSN) with the date of the situation that caused the downgrade.

7.4.3.2. **Qualification Level.**

7.4.3.2.1. If the commander does not intend to reduce the qualification(s) of the individual and is issuing a downgrade in a non-critical area/subarea (i.e. a Q- in one or more non-critical areas/subareas), then enter "2".

7.4.3.2.2. If the commander intends either to remove a qualification (e.g. instructor), or reduce the individual to a completely unqualified status, then enter "3".

7.4.3.2.2.1. Normally, requalification evaluations following a commander directed downgrade are documented on a separate AF Form 8/8a IAW paragraph **7.3.9.1**.

7.4.3.2.2.2. If the commander intends for the individual to regain their qualification through a ground recheck, enter "3/1" (see paragraph **7.3.9.2**).

7.4.3.3. **Expiration Date of Qualification.** Enter "N/A".

7.4.3.4. **Restriction(s) and Additional Training Due Date.**

7.4.3.4.1. If a "2" is entered in the Qualification Level IAW guidance above, restrictions and additional training are not required.

7.4.3.4.1.1. Leave the box for Restriction(s) unmarked and enter "N/A" for Due Dates and "N/A" for Date Additional Training Completed.

7.4.3.4.1.2. If desired, the commander may still recommend restrictions and/or additional training. If used, document IAW the next paragraph.

7.4.3.4.2. If a "3" is entered in the Qualification Level, restrictions and additional training are required.

7.4.3.4.2.1. Place an "X" in the box for Restriction(s) and enter the Due Date as the last day of the third month from the effective date (i.e. the date entered into "Date Completed" at the top of the AF Form 8/8a.

7.4.3.4.2.2. Enter a date into the Date Additional Training Completed block when required training is complete.

7.4.3.4.2.3. The Instructor completing the additional training (or last training

event if more than one) will sign and date the Certifying Official block.

7.4.3.5. **Commander-Directed Downgrade Block.** Place an “X”.

7.4.4. **Section III – Certification Signatures.**

7.4.4.1. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8/8a. Additional reviews (annotated under Section IV) are at the MAJCOM discretion.

7.4.4.1. (AFMC) A Reviewing Officer signature is required. See Table 7.1 (Added-AFMC) for further guidance.

7.4.4.2. **Final Approving Officer.** The commander directing the downgrade will sign and place an “X” in the remarks block.

7.4.4.3. **Examinee.** The crewmember will sign acknowledging the action being taken by the commander.

7.4.5. **Section IV – Comments.**

7.4.5.1. At the top of the page enter, “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.”

7.4.5.2. Paragraph A, Narrative: describe the reason for the commander directed downgrade. Include “for cause” in the reasoning statement for all flying-related cases, but for non-flying cases enter only if due to disciplinary/adverse administrative action (e.g. Article 15).

7.4.5.3. Paragraph B, Discrepancies.

7.4.5.3.1. Non-flying cases: “None”.

7.4.5.3.2. Flying-related cases: IAW paragraph 7.3.7.3.3.

7.4.5.4. Paragraph C, Recommended Additional Training.

7.4.5.4.1. Non-flying cases (not required): As desired or “None”.

7.4.5.4.2. Flying-related cases IAW paragraph 7.4.3.2.1 (not required): As desired or “None”

7.4.5.4.3. Flying-related cases IAW paragraph 7.4.3.2.2 (required): Enter corrective action or training required prior to requalification.

7.4.5.5. Paragraph D, Additional Comments: As desired or “None”

7.4.5.6. Additional Reviews: As directed by MAJCOM and/or unit supplement or “None”

7.5. Initial Cadre (see also paragraph 5. 12). Except as described below, the AF Form 8/8a for an Initial Cadre will be completed IAW paragraph 7.3.

7.5.1. **Date Completed.** The effective date as annotated on the MAJCOM/A3 memo described in paragraph 5.12.2.

7.5.2. **Section I - Examinee Identification.**

7.5.2.1. **Aircraft /Crew Position.** Enter the aircrew member's new MDS and crew position.

7.5.2.1. (AFMC) Non-rated (Form 8a). Enter the aircrew member's new MD and crew position

7.5.2.2. **Eligibility Period.** Enter "N/A".

7.5.3. **Section II – Qualification.**

7.5.3.1. **Flight Phase.** In the Mission/Check block enter "INIT CADRE QUAL" with the same date as noted in paragraph 7.5.1.

7.5.3.1. (AFMC) Non-rated (Form 8a). Enter "INIT CADRE QUAL" in the ground phase block of the Form 8a. No other ground phase items are required for initial cadre (closed book exam or Boldface/CAPS).

7.5.3.2. **Qualification Level.** Enter a "1" in the qualified block.

7.5.3.3. **Expiration Date of Qualification.** Enter "N/A".

7.5.3.3. (AFMC) Set the expiration date as defined in paragraph 7.3.5.4.

7.5.3.4. **Additional Training Due Date.** Leave blank

7.5.4. **Section III – Certification Signatures.**

7.5.4.1. **Flight Examiner.** Leave blank.

7.5.4.2. **Reviewing Officer.** The SQ/CC (or equivalent) will sign and place an "X" in the remarks block. If the SQ/CC is being upgraded then leave blank.

7.5.4.2. (AFMC) Unit stan/eval will review the Form 8/8a for accuracy prior to signature.

7.5.4.3. **Final Approving Officer.** The OG/CC (or equivalent) will sign and place an "X" in the remarks block.

7.5.4.4. **Examinee.** The crewmember will sign.

7.5.5. **Section IV – Comments.**

7.5.5.1. Paragraph A, Narrative. Include a brief description of the new qualification as well as any training received before awarding qualification. Reference the MAJCOM/A3 memo described in paragraph 5.12.2.

7.6. AF Form 4348, USAF Aircrew Certifications (Optional). See [Attachment 7](#) for sample AF Forms 4348.

7.6. (AFMC) Used to document completion of Aircraft Conversion/Difference training of primary: (rated and CEA) aircrew for all AFMC units and AFRC units under AFMC OPCON. The Form 4348 is not applicable to non-rated (X-prefix) or Flight Surgeons.

7.6.1. **Purpose.** The AF Form 4348 provides a record of aircrew certification that may be kept in the FEF.

7.6.1. (AFMC) List each variant (MDS) for which conversion/difference training has been completed. See example in [Attachment 7](#). File the Form 4348 in the FEF.

7.6.1.1. Maintain a separate AF Form 4348 in the FEF, Section I, under tab 1 documenting certifications by assigned flying unit and primary MDS. For aircrew members with aircraft certifications in multiple MDS aircraft which do not require qualification in each aircraft (e.g. F-16C and F-16CM), only one AF Form 4348 is required; specify the primary mission MDS designation.

7.6.1.1. (AFMC) Maintain a separate AF Form 4348 for each MD qualified in. A separate line entry for each MDS variant, though not required is desired, and may be of benefit in the event of decertification. An AF Form 4348 is not required for aircraft for which there is only one MDS (ie B-52H or F-22A)

7.6.1.2. Unit Stan/Eval will document all initial, downgrade and re-certifications for aircrew assigned/attached to their flying unit to indicate a chronological history of certifications of aircrew while assigned/attached to their flying unit.

7.6.1.3. During the initial review of individual FEF, also review previous AF Form 4348 entries to determine all applicable certifications of new assigned/attached aircrew member. Then, document applicable aircrew certifications accepted by the gaining flying unit commander on a new AF Form 4348.

7.6.1.3. (AFMC) The MDS variants documented on the Acceptance of Qualification Letter will be listed on the Form 4348 as "Previous Qual". Subsequent certifications will be annotated in chronological order. See example in **Attachment 7**

7.6.1.4. The OGV/squadron Stan/Eval Chief or other individual designated by the SQ/CC will sign a one line entry below all other entries verifying that above certification transcriptions are accurate.

7.6.1.5. Do not use AF Form 4348 to document one-time training/new equipment unless directed by MAJCOM.

7.6.1.5. (AFMC) The AF Form 4348 will only be used to document aircraft qualifications. All other training documentation will use the AF Form 1381 and will be filed in the individuals training folder.

7.6.1.6. Appropriate guidance that may require aircrew certification using AF Form 4348 entry include MAJCOM and/or supplement; AFI11-2MDS Vol 1; AFI11-2MDS Vol 3.

7.6.2. General Data Entry.

7.6.2.1. Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II), last four of SSN, unit MDS and unit (assigned/attached for flying) organization/location.

7.6.2.2. Use one line for each certification.

7.6.2.3. Enter each certification in chronological order based on the date the action is completed.

7.6.2.4. For date fields in the AF Form 4348, use a two-digit day, three-letter month and two-digit year format, or as required for electronic forms.

7.6.3. Certification.

7.6.3.1. Certified Event Title. Enter each certification title on the top block on the AF Form 4348.

7.6.3.1. (AFMC) Enter the MDS variant.

7.6.3.2. Enter the instructor's rank, name and organization who completed applicable training for the certified event below the event title of the Certified Event block for the MDS under which the certification is given.

7.6.3.2. (AFMC) Enter "Previous Qual" in the instructor block as applicable. Aircraft qualification gained from conversion/difference training will annotate "Conversion/Difference Training" in the remarks section.

7.6.3.3. Date Certified. Enter the effective date of certification.

7.6.3.3. (AFMC) Enter the date of the Acceptance of Qual letter if applicable.

7.6.3.4. For certifications attained as part of a FTU, the date will match the date of the applicable AF Form 8/8a, or enter the date of completion or graduation from FTU if no AF Form 8/8a is issued.

7.6.3.4. (AFMC) When qualification is gained via a Form 8 evaluation, enter "Form 8" in the instructor block as applicable.

7.6.3.5. Certification Official/Organization. MAJCOM Supplement will specify AF Form 4348 certifying officials. The Certifying Official will sign above their typed name, rank, organization and office symbol.

7.6.3.5. (AFMC) AF Form 4348 certifying officials will be unit operations officers or higher (commander, etc)

7.6.3.6. The Certifying Official is the person authorized by governing directives to approve or certify an aircrew member for a specific position or event.

7.6.3.7. If a certification is given with restrictions, state the restrictions on the AF Form 4348 in the Remarks block.

7.6.4. **Decertification.** Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).

7.6.4.1. **Decertification for Cause.** Used for observed substandard performance.

7.6.4.1.1. This action is normally associated with Commander-Directed Downgrade, but also applies to commander-directed decertification of evaluators (resulting from substandard performance).

7.6.4.1.2. To document Decertification for Cause, place an "X" in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block; see Attachment 7 for example.

7.6.4.2. **Discretionary Decertification.** An administrative action not based on performance.

7.6.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI11-2 Vol 1, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of flight examiners as a result of reasons other than substandard performance.

7.6.4.2.2. To document Discretionary Decertification, place an “X” in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block; see Attachment 7. **Note:** For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date of certification loss.

7.6.4.2.3. For events that have changed in name only (e.g., In-Flight Refueling to Air Refueling) no action is necessary. If desired for clarity: annotate “Renamed (new title)” under Remarks.

7.6.4.2.4. For members who change MDS while assigned/attached to the same Stan/Eval organization, prepare a new AF Form 4348 indicating the new MDS and transcribe all events which apply to the new MDS IAW paragraph **7.6.1.3**.

7.6.5. Unusual Circumstances. When unusual circumstances require additional information for an AF Form 4348 entry, use additional lines as necessary or reaccomplish the AF Form 4348.

7.6.6. Computer Generated AF Forms 4348. Units may use a computer-generated AF Form 4348 to make new entries or corrections as long as cumulative hard copy entries are maintained. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.

7.6.6.1. A computer-generated AF Form 4348 must be signed IAW guidance in this section. The signature on a computer-generated AF Form 4348 certifies:

7.6.6.1.1. New or rescinded certification attained while assigned/attached to unit of certifying official.

7.6.6.1.2. All cumulative entries were maintained; that they were signed or had proper documentation; or were carried forward from a previously signed computer-generated AF Form 4348.

7.6.7. Unit Supplement. Describe unit AF Form 4348 procedures/program. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying officials. Document procedures to ensure certifications reflected on AF Form 4348 are also included in ARMS. Annotate if someone other than the Chief of OGV/squadron Stan/Eval has been authorized by the SQ/CC to sign the last line of an AF Form 4348 to signify transcription accuracy.

7.6.7. (AFMC) Unit supplements will list the certifications (MDS variants) to be documented as well as unit certifying officials (see para **7.6.3.5**). Document all Phase I training (aircraft conversion/difference training) completions on the Form 4348. If the

recurring flight evaluation can be completed on any MDS variant, also list the Form 8 certified variant on the Form 4348.

7.7. AF Form 942, *Record of Evaluation*. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8/8a accomplished by the aircrew member. See example at **Attachment 5**.

7.7.1. Data Entry.

7.7.1.1. Except where specifically noted otherwise (i.e. annotating the type evaluation, “INSTR”), use upper and lower case letters.

7.7.1.2. Requirements for font, indentation, and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards as desired.

7.7.1.3. A one-line entry is used for all evaluations with the exception of those in which the qualification levels awarded on portions of a combined evaluation are not all the same.

7.7.1.4. For combined evaluations in which different qualification levels are awarded for any of the portions, a single line entry will be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

7.7.1.5. Use each AF Form 942 until it is completely filled. If additional blocks not needed, “Z” out any unused blocks.

7.7.2. Type Aircraft/Crew Position. Enter MDS used and crew position flown during the evaluation as it appears in the Aircraft/Crew Position area under Examinee Identification of the subject AF Form 8/8a. For AF Form 8a, enter first aircraft.

7.7.3. Type of Evaluation. Enter type of evaluation (or applicable portions of a combined evaluation in which different qualification levels were awarded to different portions - see paragraph [7.3.5.3.2.1](#)) as it appears in the Mission/Check area under Flight Phase of the subject AF Form 8/8a. If the evaluation did not include a flight phase, enter type of evaluation as it appears in the Examination/Check area under Ground Phase of the subject AF Form 8/8a.

7.7.4. Date Completed. Enter date from the Date Completed block of the subject AF Form 8/8a.

7.7.5. Qualification Level. Enter the appropriate qualification level as it appears on the subject AF Form 8/8a.

7.7.6. MAJCOM Change. A one-line, undated entry containing MAJCOM title will be made for each change in the individual’s MAJCOM based on a Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA). Do not annotate a change of MAJCOM if the individual is receiving an evaluation from an evaluator in a different MAJCOM unless the individual is enrolled in a formal training program.

7.7.6. (AFMC) If an electronic FEF is maintained, the format required by the electronic Form 942 is acceptable. (ie COOL requires a date to be entered on the Form 942 for all entries, to include a MAJCOM change)

7.7.7. **Computer Generated AF Form 942.** A computer generated AF Form 942 may be used as long as cumulative entries are retained. Electronic copies of the AF Form 942 should be forwarded with the FEF when the individual moves to a new squadron.

7.8. Flight Evaluation Folders (FEF). The FEF contains the source documents that constitute the history of flying qualifications for each aircrew member.

7.8.1. Maintenance.

7.8.1.1. Each aircrew member who is on flying status must have a FEF that includes all AF Forms 8/8a, AF Forms 942, AF Forms 4348 (if used), and any additional MAJCOM and/or unit specified items. **EXCEPTION:** for flight surgeons, combat camera, and non-rated aircrew that only require an examination to establish qualification do not require an FEF, documentation will be IAW paragraph 8.1.

7.8.1.1. (AFMC) Include the AF Form 4348 and AFMC Form 80, if applicable.

7.8.1.2. The FEF must be maintained by a Stan/Eval functional office - normally in the organization to which the individual is assigned or attached for flying.

7.8.1.3. HHQ personnel on active flying status may have their FEFs maintained by the Stan/Eval function of the unit to which they are attached for flying.

7.8.1.4. For personnel on inactive flying status, the FEF will be maintained with their Flight Records Folder (FRF).

7.8.1.5. Individuals assigned or attached to other than USAF units may use the format of the service to which they are attached to document their history of qualifications.

7.8.2. Electronic FEFs.

7.8.2.1. For electronic FEFs, any hard copy historical information (once incorporated into the electronic FEF system) will be archived with the Stan/Eval function that maintains the FEFs. Archive method will be at unit discretion.

7.8.2.2. Scanned versions of historical documents will be saved IAW AFI 33-364, *Records Disposition—Procedures and Responsibilities*.

7.8.2.3. Electronic FEF systems must be able to produce hard copies of FEF products, when needed, consistent with the guidance in this AFI. Additionally, the electronic FEF must be transportable.

7.8.3. Contents. Divide the FEF into two sections:

7.8.3.1. **Section I (left side).** This Section contains AF Forms 942, AF Forms 4348 (if used), and any items authorized by the MAJCOM and/or unit supplement. Section I may contain two sub-sections.

7.8.3.1.1. AF Forms 942 will be placed on top in chronological order with the most recent on top, followed by the AF Form 4348 (if used).

7.8.3.1.2. Any additional information as directed by MAJCOM and/or unit supplement will be placed under the AF Form 942 and 4348 (if used).

7.8.3.1.3. If the FEF is not maintained at the same base with the individual's FRF, a copy of the most recent AF Form 1042, *Medical Recommendation for Flying or*

Special Operational Duty, and AF Form 702, *Individual Physiological Training Record*, may be filed in this section behind and MAJCOM and/or unit directed items.

7.8.3.2. **Section II (right side).** This Section contains AF Forms 8/8a and any related MFRs for all evaluations listed on the AF Form 942.

7.8.3.2.1. **AF Forms 8/8a.** File AF Forms 8/8a in chronological order with the most recent on top. Individuals who maintain qualification in two or more MDSs or two or more crew positions in the same MDS will file AF Forms 8/8a in chronological order – without consideration of MDS or crew position.

7.8.3.2.2. **MFRs.**

7.8.3.2.2.1. MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8/8a are filed on top of the affected AF Form 8/8a.

7.8.3.2.2.1.1. Incorporate the information contained in the MFR onto the applicable AF Form 8/8a under Examiner Remarks paragraph D, Additional Comments, when action is complete.

7.8.3.2.2.1.2. Once MFR information is incorporated onto the AF Form 8/8a, remove the MFR from the FEF.

7.8.3.2.2.2. **Expiration Date Extensions** (see also paragraph [5.8.3.2](#)).

7.8.3.2.2.2.1. On the expiration date extension MFR specify extension authority, the new expiration date, and a brief description of the extension.

7.8.3.2.2.2.2. MFRs will be dated prior to the expiration date of any affected periodic evaluation.

7.8.3.2.2.3. **Permanent MFRs.** MFRs become a permanent part of the FEF only when a Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8 (see paragraph [7.8.6.1](#)) or an unusual circumstance cannot be documented any other way.

7.8.4. **Hard-Copy Folders.**

7.8.4. (AFMC) Use of Center Ops On Line (COOL) electronic FEFs are required for AFMC flying organizations.

7.8.4.1. Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent).

7.8.4.2. Standard 2 ¾-inch metal fasteners may be used.

7.8.4.3. Affix a label bearing the individual's name and last four of SSN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required by MAJCOM and/or unit supplement.

7.8.4.4. Folders must bear the "For Official Use Only" label/stamp on both sides of the FEF.

7.8.5. **Review of FEF.** Document the procedures on how to accomplish an initial review and how to implement the periodic review of FEFs.

7.8.5.1. **Initial Review.** The flying unit will review the FEF for all newly assigned aircrew members to verify their qualification(s) (and certifications on AF Form 4348 if used) prior to their first flight.

7.8.5.1.1. The reviewing organization is responsible for establishing the qualification of the aircrew member as determined from the latest applicable documentation in Sections I and II of the FEF.

7.8.5.1.2. Following the initial review, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

7.8.5.1.3. If the FEF of HHQ personnel on active flying status is maintained by the Stan/Eval function at the unit/squadron to which they are attached to fly, the Stan/Eval function of that unit/squadron will also review the FEF prior to their first flight.

7.8.5.2. **Posting Review.**

7.8.5.2.1. The Stan/Eval function will review each AF Form 8/8a and AF Forms 4348 (if used) when they are placed in the FEF to ensure accuracy and completeness.

7.8.5.2.2. The Form 8/8a review will confirm that the eligibility period and qualification as documented are correct, all required flight evaluation events and requisites were accomplished within the eligibility period and that all signatures and initials are obtained within the allotted time (see paragraph [7.3.8.5](#)).

7.8.5.2.3. The AF Form 4348 (if used) will be reviewed for correct certification signature and to ensure all previous entries are accurate and accounted for.

7.8.5.2.4. Document the posting review IAW unit or MAJCOM supplement.

7.8.5.2.4. (AFMC) Document procedures for the posting review in unit supplements. This review may be accomplished electronically.

7.8.5.3. **Periodic Review.**

7.8.5.3.1. The Stan/Eval function will review all applicable FEFs to confirm expiration dates used to track required aircrew qualification evaluations are the same as those listed in the FEFs. Periodic review of FEFs for personnel in inactive status is not required.

7.8.5.3.2. The interval between reviews will not exceed the standard qualification period window unless a more restrictive review period is established by the MAJCOM and/or unit supplement.

7.8.5.3.2. (AFMC) The interval between reviews will not exceed one year. Document the annual review by annotating "ANNUAL REVIEW" in the Type of Evaluation and Date Completed.

7.8.5.3.3. Document the periodic review IAW MAJCOM and/or unit supplement.

7.8.6. **FEF Discrepancies.** FEF Discrepancies include those of the AF Forms 8/8a, AF Forms 4348 (if used), AF Form 942, and any MAJCOM-directed documentation.

7.8.6.1. Major Discrepancies. Discrepancies that affect the qualification of the affected aircrew member.

7.8.6.1.1. Major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Forms 8/8a and/or 4348 (if used), or in chronological order for items other than those found on AF Forms 8/8a and/or 4348 (if used).

7.8.6.1.2. MFRs documenting similar major discrepancies found on multiple AF Forms 8/8a will be filed on top of the latest affected AF Form 8/8a.

7.8.6.2. Minor Discrepancies. Discrepancies that do not affect the qualification (and/or certifications if using the AF Form 4348) of the affected aircrew member (e.g. typos, formatting and misspellings).

7.8.6.2.1. Minor discrepancies are documented on a non-permanent record as defined by the MAJCOM or unit supplement to this instruction and need not reside in the FEF.

7.8.6.3. Corrections.

7.8.6.3.1. **AF Form 8/8a.** As a source document, the AF Form 8/8a may be corrected by use of white-out or pen and ink alteration of the original document provided the flight examiner signing Section III of the form initials the correction. If the original FE is not available then document the discrepancy IAW paragraphs **7.8.6.1** or **7.8.6.2**. When the original FE is not available, OGV Chiefs may also correct minor discrepancies as prescribed in MAJCOM supplements.

7.8.6.3.2. **AF Form 942.** AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the affected aircrew member and the contents of the FEF.

7.8.6.3.3. **AF Form 4348** (if used). AF Forms 4348 may be corrected by use of white-out or pen and ink alteration of the original document provided the certifying official signing that line of the AF Form 4348 initials the correction. For significant corrections that alter the certification's intent, make a new AF Form 4348 entry.

7.8.6.3.4. **Electronic Corrections.** If the system used to store the record does not allow corrections to be made, then document the discrepancy IAW paragraph **7.8.6.1** and/or paragraph **7.8.6.2**.

7.8.7. Transfer of FEF.

7.8.7.1. **Retention of Records.** Retain all records in the FEF until reviewed by the gaining unit. After review, return to the individual those forms not retained in the FEF.

7.8.7.2. **Formal Training Graduates.** For Formal Training School graduates reporting directly to an overseas command for a short tour, retain formal training school records for transfer to the subsequent gaining unit.

7.8.7.3. **PCS of Individual.** Aircrew members will normally hand-carry their FEF along with their FRF to the gaining organization.

7.8.7.3.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit via registered mail.

7.8.7.3.2. Mail any records not included in the FEF to the gaining organization with clear identification of the individual concerned.

7.8.7.3.3. When mailing an FEF or any of its contents, retain a copy (hard or soft copy is acceptable) until the gaining organization has received the original FEF.

7.8.7.3.3. (AFMC) Individuals PCSing within AFMC may transfer the FEF electronically via COOL.

7.8.8. Disposition of FEF.

7.8.8.1. Dispose of the aircrew FEF according to the Air Force Records Disposition Schedule (RDS) and Air Force guidance concerning the protection of Personally Identifiable Information.

7.8.8.2. Outdated certification documents, ARMS products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

Chapter 8

SPECIALIZED AIRCREW

8.1. Purpose. This chapter provides additional guidance pertaining to flight surgeons and non-rated aircrew that only require an examination to establish qualification.

8.1. (AFMC) Specialized Aircrew procedures: Are not applicable to AFMC non-rated (X-prefix) aircrew. Aerial Photographer is considered a Phase II qualification for Mission Aircrew (MA).

8.1.1. Initial and periodic qualification consists of a written (open or closed book) examination; a flight evaluation is not required. Upon completion of the examination, members will be qualified in all USAF aircraft (universal qualification).

8.1.2. MAJCOMs and subordinate units may direct additional general and/or MDS-Specific qualification requirements.

8.1.3. Qualification requirements will be documented on an AF Form 1522, *ARMS Additional Training Accomplishment Report*, and stored in ARMS in the Formal Training module with currency tracked in the Training module. No AF Form 8/8a or FEF is required; however, the Stan/Eval function of the unit to which specialized aircrew are assigned/attached for flying will verify that ARMS information is logged appropriately. When MAJCOMs or subordinate units require a flight phase, or if directed by the applicable MDS-Specific Volume 2, document IAW **Chapter 7** (to include creating an FEF).

8.2. Evaluations. Initial, periodic, and MDS-Specific (if required) examinations are considered QUAL evaluations. Other examinations are not required by this AFI, but may be prescribed in MAJCOM and subordinate unit supplements.

8.2.1. **Flight Surgeons.** Test questions will be randomly generated from a test bank maintained by AFMOA/SG3P.

8.2.1. (AFMC) Flight Surgeons (assigned/attached/other MAJCOMs) flying with AFMC flight organizations will complete an MDS specific examination for each aircraft flown. See Chap 7 for documentation requirements using the AF Form 8a.

8.2.2. DELETED.

8.2.3. **Non-Rated Aircrew Members.** Test questions will come from the lead MAJCOM Master Question Files (MQFs).

Chapter 9

ADDITIONAL PROGRAMS (FCIF, SII, GO/NO-GO, SUPPLEMENTARY EVALUATIONS)

9.1. FCIF.

9.1.1. Units will establish and maintain a library consisting of a current read file and publications. This library will consist of the items listed in **Table 9.1** in either hardcopy or electronic format. If a unit establishes a paper library, it will be organized into volumes as shown in the table.

9.1.2. FCIFs may be issued to alert crewmembers to publications changes for TOs or AFIs that affect aircraft operations, but actual publication changes must be accomplished IAW established procedural guidance, to include AFI 33-360 (as applicable) and TO 00-5-1.

9.1.2.1. MAJCOMs will advise user commands when releasing an FCIF item that affects a weapon system. FCIF items that affect weapon systems will include designated MAJCOM applicability.

9.1.2.2. FCIF items that contain weapon system data will be controlled IAW the applicable distribution statement in the governing Technical Order (TO).

9.1.3. **Required Volumes.** Volume I is a table of contents for all volumes and current read file items, Volumes II through IV are made up of publications and flight manuals, and Volume V (optional) is reserved for flight safety information. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as follows:

9.1.3. (AFMC) Publications within the FCIF may be paper copies as designated in the list in **paragraph 9.1.3.3.1 (Added)** and **paragraph 9.1.3.3.2 (Added)** when applicable. Include MAJCOM, center, and local supplements. Flight Crew Information File (FCIF) libraries may be located for dual-use provided the requirements below are met. Place a Table of Contents in a separate book and label appropriately. The Table of contents will indicate the location (volume/binder) of listed publications.

Table 9.1. Required Volumes.

VOLUME	TITLE
VOLUME I	Table of Contents/Current Read File
VOLUME II	Publications—Air Force Directives MAJCOM Supplements
VOLUME III	Publications—MAJCOM/NAF/Local Directives
VOLUME IV	Flight Manuals/Checklists/Aircrew Aids/Technical Orders
VOLUME V (Optional)	Flight Safety Information

9.1.4. **Current Read File.** Volume I consists of a minimum of two parts to include an Index (Part A) and Current Read Files (Parts B and C (*Note:* Part C is optional)). MAJCOMs may add additional components to Volume I as appropriate.

9.1.4. (AFMC) Volume I will be divided into separate sections to allow ease of use. Part A will contain an index of current information to include unit FCIF number, control number, subject, date, and expiration date. Label Part A “Index.” Part B will contain current FCIF notices applicable to the unit. Volume I notices may also include notification of changes to aircraft technical orders, directives, and other documents contained with FCIF volumes II-V.

9.1.4.1. Part A is a table of contents listing all material contained in FCIF Volumes I through V.

9.1.4.1. (AFMC) If electronic FCIF libraries are maintained by the unit, one hard copy Part A will be located in the FCIF library.

9.1.4.2. Part B is the Current Read File of FCIF messages. Messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight. FCIFs that contain aircraft-related information will be forwarded to all using MAJCOMs.

9.1.4.2. (AFMC) If electronic FCIF libraries are maintained by the unit, one hard copy Part B will be located in the FCIF library.

9.1.4.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before flight.

9.1.4.4. Squadrons with both primary crewmembers and mission crewmembers may use separate sections in Volume I for mission crewmembers. In addition, these squadrons are exempt from the requirement to maintain mission crewmember checklist and aircrew aids in the FCIF volumes.

9.1.4.5. Refer to [Attachment 7](#) for a sample FCIF format.

9.1.5. **Publications Library.** Volumes II through IV will consist of an FCIF Functional Publications Library according to MAJCOM directives. See AFI 33-360 for basic library requirements.

9.1.5. (AFMC) Volume II will contain USAF publications (including MAJCOM and unit level supplements) relevant to the conduct of flight operations to include, as a minimum:

9.1.5.1. All publications in the library will be current and complete. MAJCOMs may authorize units to withhold posting of information that does not apply based on aircraft configuration.

9.1.5.2. Units will establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements and changes are not required.

Table 9.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-202V1	<i>Aircrew Training</i>
AFI 11-2MDSV1	<i>Aircrew Training</i>
AFI 11-202V2	<i>Aircrew Standardization Evaluation Program</i>
AFI 11-2MDSV2	<i>Aircrew Evaluation Criteria</i>
AFI 11-202V3	<i>General Flight Rules</i>
AFI 11-2MDSV3	<i>Aircrew Operational Procedures</i>
AFI 11-401	<i>Aviation Management</i>

Table 9.2. (AFMC) Volume II Mandatory Publications.

e*	AFI 10-220	<i>Contractor's Flight and Ground Operations</i>
	AFI 11-2FT Vol 1	<i>Flight Test Aircrew Training (w/Atch for unit aircraft)</i>
	AFI 11-2FT Vol 2	<i>Flight Test Aircrew Evaluation Criteria</i>
	AFI 11-2FT Vol 3	<i>Flight Test Operations Procedures (W/Atch for unit aircraft)</i>
	AFI 11-202 Vol 1	<i>Aircrew Training</i>
	AFI 11-202 Vol 2	<i>Aircrew Standardization Program</i>
	AFI 11-202 Vol 3	<i>General Flight Rules</i>
e*	AFJI 11-204	<i>Operational Procedures for Aircraft Carrying Hazardous Materials</i>
e*	AFI 11-205	<i>Aircraft Cockpit and Formation Flight Signals</i>
e*	AFI 11-207	<i>Combat Aircraft Delivery</i>
e	AFI 11-209	<i>Aerial Event Policy and Procedures</i>
e*	AFI 11-214	<i>Air Operations Rules and Procedures</i>
e	AFI 11-215	<i>Flight Manuals Program</i>
e	AFI 11-217 V1/V2/V3	<i>Instrument Procedures</i>
e	AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>
e*	AFI 11-231	<i>Computed Air Release Point Procedures</i>
e	AFI 11-290	<i>Cockpit/Crew Resource Management Training Program</i>

e	AFI 11-301 V1	<i>Aircrew Life Support (ALS) Program</i>
e	AFI 11-301 V2	<i>Maintenance and Configuration Requirements for Mobility Air Forces (MAF) Aircrew and Aircraft-Installed Aircrew Life Support Equipment (ALSE)</i>
	AFI 11-401	<i>Aviation Management</i>
e*	AFI 11-404	<i>Centrifuge Training for High-G Aircrew</i>
e*	AFI 11-409	<i>High Altitude Airdrop Mission Support Program</i>
e*	AFI 11-410	<i>Personnel Parachute Operations</i>
e*	AFI 13-201	<i>Airspace Management</i>
e*	AFI 13-202	<i>Overdue Aircraft</i>
e*	AFI 13-207	<i>Preventing and Resisting Aircraft Piracy</i>
e*	AFI 13-212 V1	<i>Range Planning and Operations</i>
e*	AFI 13-217	<i>Drop Zone and Landing Zone Operations</i>
e*	AFI 24-101	<i>Passenger Movement</i>
e*	AFI 16-1301	<i>Survival, Evasion, Resistance, and Escape (SERE) Program</i>
e	AFMAN 11-210	<i>Instrument Refresher Course</i>
e	AFMAN 11-230	<i>Instrument Procedures</i>
e	AFH 11-203 V1/V2	<i>Weather for Aircrews</i>
e*	AFPAM 11-216	<i>Air Navigation</i>

Notes:

* if applicable to unit aircraft/mission

(e) Denotes publications that may be kept electronically. For any publication to be listed electronically it must be completely embedded to include the AFMC supplement and the unit supplement, if applicable. If units keep publications electronically, a single source computer must be made available at the FCIF library location accessing the World Wide Web. This computer may be used for other purposes such as mission planning, NOTAMs, and weather preflight planning for aircrews however; the primary use must be for publications access at the FCIF library location.

9.1.5.3. MAJCOMS may waive Volumes II-V requirements for special training units (i.e., Red Flag).

9.1.5.3.1. **(Added-AFMC)** Volume III, Publications-MAJCOM, NAF, Local Directives. Volume III will contain AFMC, Multi-Command, and local directives. Include the following, as a minimum: AFMCI 11-201, *Supervisor of Flying Program*

9.1.5.3.2. **(Added-AFMC)** Volume IV, Flight Manuals, Modification Flight Manuals, Checklists, Aircrew Aids, Technical Orders. Volume IV will contain technical orders for all aircraft assigned/owned or possessed by the unit. Volume IV

will contain technical orders for all aircraft routinely operated by unit assigned aircrew. Examples include depot units that fly multiple variants of an MD. Each variant aircraft TO should be in the FCIF library. Another example is test unit that routinely operates non-assigned aircraft. (i.e. 413th FLTS and AFSOC aircraft). Each variant aircraft TO operated by unit aircrew should be in the FCIF library. Aircraft technical orders will include: flight manuals, checklists, and applicable performance, weapons, FCF, air refueling, weight and balance manuals and T.O.1-1-300. Publications available in digital Format and issued to aircrew members will be maintained in Volume IV in addition to required paper copies. Separate copies maintained for SOF/ Ops desk use will be paper copies. Maintain one paper copy for each assigned aircraft (if applicable). A paper copy for fly-away use is required when TOs are carried on the aircraft.

9.1.5.3.3. **(Added-AFMC)** Volume V, Flight Safety Information.

9.1.5.4. The FCIF index and library will be filed IAW AFI 33-360, regardless of hardcopy or electronic format.

9.1.5.4.1. If any part of the FCIF library is maintained electronically and not specifically addressed above (or in AFI 33-360 and/or TO 00-5-1), units will ensure that the information is current and accessible for concurrent viewing by multiple aircrew members.

9.1.5.4.2. At a minimum, units will maintain the required index and location of electronic files in a hard-copy binder in the FCIF library.

9.1.5.4.3. Documents in the FCIF library will be made available for deployments via either electronic or hardcopy means.

9.2. Flight Related SII.

9.2.1. Flight Related SIIs are items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends.

9.2.1.1. SIIs do not add to or amend established procedures (reference guidance on issuing FCIFs in paragraph 9.1, above).

9.2.1.2. SIIs will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

9.2.2. SII(s) will be issued through the same process used to release FCIFs with the following elements:

9.2.2.1. Specific MDS applicability

9.2.2.2. References (document, SIB, etc)

9.2.2.3. Risk factors and trend details

9.2.2.4. Specific emphasis actions to reduce/eliminate the risk or trend that generated the SII.

9.2.2.5. Effective date of rescission

9.2.2.6. SME/POC for further information

9.2.3. SII(s) will be of limited duration (generally not to exceed 90 days).

9.2.4. SII(s) may be issued/rescinded from the HAF, MAJCOM, NAF or unit level. If issued from agencies outside the MAJCOMs (e.g. HAF, HQ AFFSA, but not subordinate NAFs or units), the lead MAJCOM stan/eval function will coordinate the intent and verbiage of the SII with other MAJCOM stan/eval functions in order to determine the level of applicability within the individual MAJCOMs prior to release.

9.2.5. Units will place all applicable SIIs into the FCIF, Current Read File, Part B, for dissemination to crewmembers.

9.2.6. All current MDS-Specific and CRM/ORM related SII(s) will be briefed during flight briefings for the duration of the SII(s). Mission-specific SII(s) need only be briefed on those missions for which the SII is relevant.

9.3. Go/No-Go Procedures. Units will establish a positive control system that ensures aircrew members have completed all ground training and Stan/Eval items required for flight. Units will provide guidance on this system in the unit supplement.

9.3.1. As a minimum, the Go/No Go system will monitor:

9.3.1.1. Form 8/8a qualification or appropriate ARMS products.

9.3.1.2. Ground and flight currency items required for flight IAW AFI 11-202, Vol 1, AFI 11-2MDS Vol 1, and AFI 11-421 *Aviation Resource Management*.

9.3.1.3. Examination items required for flight from this AFI and applicable supplements (see [Chapter 6](#)).

9.3.1.4. Any Duty Not Involving Flying (DNIF) status.

9.3.1.5. Currency on all FCIF (Volume 1, Part B) items.

9.4. Supplementary Evaluations.

9.4.1. **Purpose.** Supplementary evaluations are administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems, such as negative checkride trends. The form and content of a supplementary evaluation is at the discretion of the commander directing it.

9.4.2. Supplementary evaluations are not aircrew qualification evaluations.

9.4.3. The commander directing the supplementary evaluation will determine the areas to be evaluated. The Stan/Eval function directly under the commander directing the supplementary evaluation will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander.

9.4.4. Individuals other than flight examiners, as determined by the commander directing the supplementary evaluation, may participate in its conduct.

9.4.5. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted in-flight, supplementary evaluations will not be all-encompassing, result in the assignment of an overall grade or be documented on an AF Form 8/8a.

9.4.6. At a minimum, supplementary evaluations results will be documented in SEB minutes (see Attachment 2).

9.5. DELETED (Moved to Atch 1)

9.6. DELETED (Moved to Atch 1)

9.7. (Added-AFMC) AFMC Form 84: Flight Crew Information File Certification. The AFMC Form 84 (or suitable alternate to include COOL) will be used to document FCIF certification by primary assigned and attached aircrew personnel. Units will develop a Go/No-Go process to ensure aircrews have completed all applicable requirements prior to flight. Primary aircrew must review the FCIF prior to their first flight and then at least once annually. The AFMC Forms 84 need not be maintained for mission support aircrew.

9.7.1. **(Added-AFMC)** FCIF notices may be issued by AFMC/A3V, Operations Group OGV, Chiefs of Stan/Eval or unit SELOs. FCIF items include information that applies to current ground/flight operations. The issuing authority establishes an expiration date for each FCIF item. FCIF items of a permanent nature need no expiration date, but should be incorporated into local directives when practical. FCIF monitors will conduct a review every 90 days to ensure currency of the file and to remove expired notices. Retain removed notices in a dead file for a period of 120 days. Use AFMC Form 50, *Flight Crew Information File as a transmittal sheet* for all FCIF entries. If COOL is used to generate FCIFs at the Group or lower level, the Form 50 is not required. Each level of Stan/Eval will develop a local control numbering system and distribute to appropriate units. The FCIF will be posted no later than the following morning after receipt.

9.7.1.1. **(Added-AFMC)** AFMC FCIFs can be retrieved in digital Format from the AFMC SharePoint.

9.7.2. **(Added-AFMC)** If used, Forms 84 annual reviews are annotated on the top section of the Form. Indicate FCIF currency for guest aircrews on the flight authorization AF Form 4327 or AF Form 4327a, as applicable, with FCIF number and initials next to the crew member's name. Old cards must be kept for 1 year. Electronically kept versions should be readily available through a medium that allows for reliable easy access to aircrews and unit supervision. The unit will prescribe backup procedures to the electronic data.

9.7.3. **(Added-AFMC)** Units will establish procedures to ensure FCIF currency for aircrews operating away from home station.

9.7.4. **(Added-AFMC)** Aircraft commanders are responsible for ensuring FCIF currency for all crewmembers, to include mission crew.

PHILIP M. BREEDLOVE, Lt Gen, USAF
DCS, Operations, Plans and Requirements

WILLIAM J. THORNTON, Brigadier General,
USAF Director of Air, Space and Information Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-9, *Lead Operating Command Weapon Systems Management*, 8 Mar 2007

AFPD 11-2, *Aircrew Operations*, 19 Jan 2012

AFPD 11-4, *Aviation Service*, 1 Sep 2004

AFPD 33-3, *Information Management*, 8 Sep 2011

AFI 10-3502, Volume 2, *Pararescue and Combat Rescue Officer Standardization and Evaluation Program*, 30 April 2012

AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, 19 Jan 2012

AFI 11-202, Volume 1, *Aircrew Training*, 22 Nov 2010

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 Dec 2008

AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 11 Apr 2001

AFI 11-401, *Aviation Management*, 10 Dec 2010

AFI 11-418, *Operations Supervision*, 15 Sep 2011

AFI 11-421, *Aviation Resource Management*, 13 Dec 2010

AFI 13-201, *Airspace Management*, 21 Aug 2012

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 2006

AFI 36-2201, *Air Force Training Program*, 15 Sep 2010

AFI 65-503, *US Air Force Cost and Planning Factors*, 4 Feb 1994

AFI 90-201, *The Air Force Inspection System*, 23 Mar 2012

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 3 Feb 2005

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Prescribed Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*

AF Form 942, *Record of Evaluation*

AF Form 4348, *USAF Aircrew Certifications*

Adopted Forms

AF Form 702, *Individual Physiological Training Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*

AF Form 1522, *ARMS Additional Training Accomplishment Report*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

A3—Director of Operations

AE—Aeromedical Evacuation

AF—Air Force

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AGR—Active Guard and Reserve

ANG—Air National Guard

AO—aeronautical order

AR—air refueling

ARMS—Aviation Resource Management System

ART—Air Reserve Technician

AT—Air Technician

ATD—aircrew training device

BMC—Basic Mission Capable

CAPs—Critical Action Procedures

CC—Commander

CCTS—Combat Crew Training Squadron

CEA—Career Enlisted Aviator

CFM—Career Field Manager

CMR—Combat Mission Ready

CRM—Cockpit/Crew Resource Management

CRO—Combat Rescue Officer

DNIF—duty not involving flying

DRU—direct reporting unit

EOC—end of course
EP—emergency procedures
EPE—emergency procedures evaluation
ETCA—Education and Training Course Announcement
FCIF—Flight Crew Information File
FEF—Flight Evaluation Folder
FLT—flight
FOA—Field Operating Agency
FRF—Flight Record Folder
FT—flight test
FTU—Formal Training Unit
HAF—Headquarters Air Force
HHQ—higher headquarters
IAW—in accordance with
IFR—Instrument Flight Rules
INIT—initial
INSTM—instrument
INSTR—instructor
MAJCOM—Major Command
MDS—Mission Design Series
MFR—memorandum for record
MICT—Management Internal Control Toolset
MQF—master question file
MR—Mission Ready
MSN—mission
MTR—Military Training Route
N/A—not applicable
NAF—Numbered Air Force
NAS—National Airspace System
N-BMC—Non-Basic Mission Capable
N-CMR—Non-Combat Mission Ready
NMR—Non Mission Ready

N/N—no-notice
OCR—office of collateral responsibility
OG—Operations Group
OGV—Operations Group Standardization/Evaluation
OPR—office of primary responsibility
ORM—operational risk management
PCA—permanent change of assignment
PCS—permanent change of station
PJ—pararescue jumper
Q—qualified
QUAL—qualification
RQ—requalification
SAC—Self-Assessment Checklist
SAV—staff assistance visit
SEB—Standardization/Evaluation Board
SELO—Standardization/Evaluation Liaison Officer
SIM—simulator
SQB—secure question bank
SSN—Social Security Number
STAN/EVAL—standardization/evaluation
TDY—temporary Duty
U—unqualified
USAF—United States Air Force

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

Additional Training—Any training recommended by flight examiner to remedy deficiencies identified during an evaluation that must be completed by a specific due date. This training may include self-study, ground instruction, ATD, simulator or flying. Additional training must include demonstration of satisfactory knowledge or proficiency to flight examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed.

Aircrew—The total complement of rated, career enlisted aviator, and nonrated aircrew personnel responsible for the safe ground and flight operation of the aircraft and onboard

systems, or for airborne duties essential to the accomplishment of the aircraft's mission. Individuals must be on AOs and assigned to an authorized position according to AFI 65-503, or nonrated aircrew not in an aircraft's basic complement, but required for the mission. See AFD 11-4.

Aircrew Training Device (ATD)—A training platform suitable to conduct evaluations.

Air Reserve Technician (ART)—A civilian employee of the United States Air Force Reserve Command (AFRC) who provides permanent party support to an AFRC unit and occupies an AFRC Unit Manning Document military position in the unit comparable to his or her civilian position.

Air Technician (AT)—A civilian employee of the Air National Guard (ANG) who provides permanent party support to an ANG unit and occupies an ANG unit manning document military position in the unit comparable to his or her civilian position.

Certification—Procedure used to document competency in a particular task. Not interchangeable with “qualification,” which requires Form 8/8a documentation.

Combat Crew Training Squadron (CCTS)/Formal Training Unit (FTU)—A unit with a primary mission to train aircrew personnel according to approved syllabi.

Debriefed Discrepancy—Remedial action taken by a flight examiner to remedy a discrepancy noted during an in-flight or, if applicable, simulator evaluation (e.g. EPE conducted in the sim). This action is accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in the Examiner's Remarks section of the AF Form 8/8a Comments.

Eligibility Period—The six-month period prior to the expiration date of an evaluation that includes the month in which the evaluation is due.

Emergency Procedures Evaluation (EPE)—A flight, ATD, sim or verbal evaluation used to evaluate emergency procedures and systems knowledge.

Evaluation—1) Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. See also Joint Pub 1-02.

Education and Training Course Announcement (ETCA)—Air Force Database located at URL: <https://etca.randolph.af.mil/> that incorporates all the information previously contained in AFCAT 36-2223, *USAF Formal Schools Catalog*. ETCA is prescribed by AFI 36-2201, *Air Force Training Program*.

Flight Crew Information File (FCIF)—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

Flight Evaluation Folder (FEF)—A two-part folder containing the source documents that constitute the history of flying qualifications (and certifications if the AF Form 4348 is used) of each aircrew member.

Flight Examiner—An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be qualified in the events they evaluate (*EXCEPTION*: SPOT evaluations). *Unit Flight Examiners* include squadron flight examiners assigned to the flying squadron, OGV flight examiners assigned to the OGV but attached to the flying squadron and other Wing individuals tasked with flight examiner duties assigned above the squadron level. A *HHQ Flight Examiner* is a flight examiner assigned to a NAF or MAJCOM. *Senior Flight Examiners* are senior flying commanders – specifically, flying NAF/CCs and OG/CCs (and/or, their deputies) – that act in the capacity of flight examiners.

Ground Recheck—A procedure used by an examiner to remedy an unqualified evaluation that does not entail in-flight or simulator demonstration on the part of the examinee.

Initial Evaluation—The first evaluation of any type for an MDS (e.g., INIT QUAL/ INSTM, INIT MSN, INIT INSTR).

Instructor Evaluation—An evaluation that initially and reestablishes instructor qualification of the examinee in an MDS (i.e., INIT INSTR and RQ INSTR) as directed in AFI11-2MDS Vol 1.

Instrument Evaluation—Qualifies an aircrew member to operate under IFR.

Lead Command—The Air Force MAJCOM or agency possessing an MDS that is designated by AFPD 10-9 as responsible for the coordination of MDS-Specific activities.

Master Question File (MQF)—Question bank used to construct closed book exams. Aircrew members have access to MQFs.

Mission Evaluation—Qualifies an aircrew member to employ the member's assigned weapon system in accomplishing the unit's operational or DOC statement mission. Requires AF Form 8/8a documentation.

No-Notice Evaluation—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

Office of Collateral Responsibility (OCR)—Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Operations Group Commander (ANG/AFRC)—ANG/AFRC may use Air Operations Officer/ Operations and Training Officer, if appropriate, when Operations Group Commander (OG/CC) is referenced.

Qualification Evaluation—Qualifies an aircrew member to perform the duties of a particular crew position in the specified aircraft. Requires AF Form 8/8a documentation.

Requalification Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as

specified in applicable AFI11-2MDS Vol 1), a recheck following a failed evaluation or a commander directed downgrade. Requires AF Form 8/8a documentation.

Requisites—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete. Requires AF Form 8/8a documentation.

Recheck—A subsequent evaluation used to remedy a failed evaluation. Requires AF Form 8/8a documentation.

Secure Question Bank (SQB)—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

Specialized Aircrew—Flight Surgeons, Combat Camera, and Non-Rated aircrew, to include K-, Q- and X- prefix specialty codes. Does not include X-prefix Aeromedical Evacuation Crewmembers.

SPOT Evaluation—An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation. May be No-Notice. Requires AF Form 8/8a documentation.

Squadron Supervisor—Any of the following: squadron commander, operations officer, assistant operations officer, flight commander or person specifically designated by the squadron commander.

Stan/Eval Board (SEB)—A forum convened at the group level to review and resolve aircrew-related issues.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

Standardization/Evaluation Liaison Officer (SELO)—An individual (officer or enlisted) tasked to perform squadron Stan/Eval administrative duties.

Student Aircrew Member—An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

Supervised Status—The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI11-2MDS Vol 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI11-2MDS Vol 1, or as determined by the SQ/CC.

Supplementary Evaluation Program—Administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems.

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A level of organization under HHQs (MAJCOM and/or NAF) required to establish a Stan/Eval function (normally this is an operations group and consists of both the group and flying squadrons).

Universal Qualification—Process where Specialized Aircrew attain/maintain qualification in two or more MDS aircraft where qualification is attained/maintained via a minimum of a ground phase examination.

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

Weapon System—A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

Attachment 1 (AFMC)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Prescribed Forms***

AFMC Form 50, *Flight Crew Information File*

AFMC Form 59, *Aircrew Evaluation Sheet*

AFMC Form 70 *Standardization/Evaluation Answer Sheet*

AFMC Form 72, *Flight Examiner Evaluation Sheet*

AFMC Form 80, *Multiple Qualification Request and Authorization*

AFMC Form 84, *Flight Crew Information File Certification.*

Adopted Forms

AFMC Form 73, *AFMC Flight Operations Waiver Request.*

AF Form 803, *Report of Task Evaluations*

AFMC Form 261, *Instructor Evaluation Checklist*

Abbreviations and Acronyms

AFE—Aircrew Flight Equipment

ALC—Air Logistics Complex

CCP—Command Chief Pilot

GFR—Government Flight Representative

SERE—Survival Evasion Resistance Escape

USAFTPS—United States Air Force Test Pilot School

Terms

(Added) Command Chief Pilot—An aircrew assigned to AFMC/A3V or an appointee that assists the HQ Stan/ Eval team and conducts flight evaluations on behalf of the headquarters.

(Added) Difference (conversion) Evaluation—An evaluation administered to an aircrew qualified in a variant of a particular aircraft. For example, variants of the B-707 airframe, different series of a particular M/D, or different block versions. Difference training is considered Phase I (initial qualification) training.

(Added) Evaluation Form—Worksheet used to document any evaluation to prepare the AF Form 8/8a.

(Added) Initial Cadre—Those personnel assigned to conduct flight testing of experimental, developmental, or new aircraft for which there are no established Formal training programs nor standardized evaluation criteria. Initial Cadre designations are appropriate through Initial Operational Capability.

(Added) Letter of “X”s—A document used in AFMC, signed by appropriate authority, that lists each assigned and/or attached aircrew’s aircraft designation, crew position, and mission qualifications.

(Added) Provision—A statement in Section D, Additional Comments, of the AF Form 8 indicating conditions for which the evaluation may satisfy recurring evaluation requirements, usually used for no-notice or out-of-the-eligibility-period evaluations. For example: “Provision: Open and closed book exams due NLT 30 Apr 97.”

(Added) Restriction—A statement on the AF Form 8/8a that places limitations on the duties that may be performed by an aircrew, usually as the result of a failed ground or flight phase event. For example, “Restriction: Examinee will not fly unless under the supervision of an instructor pilot, Day Only, Conus Only”.

Attachment 2**STAN/EVAL BOARD MINUTES**

Note: The information below is an example of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM:(UNIT'S COMPLETE ADDRESS)

SUBJECT:STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)
2. Overview:
 - a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.) Include any OG/CC designated additional OGV flight examiners.
 - b. Summary.
 - (1) Evaluations. Report EPEs and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2MDS Vol 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).
 - (a) Q1s
 - (b) Q2s
 - (c) Q3s
 - (d) Total evaluations for each crew position
 - (2) Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument and boldface/CAPs).
 - (3) Waivers and Extensions. Identify all waivers and extensions as identified in this AFI.
 - (4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
 - (5) Report progress toward achievement of no-notice requirements, if applicable.
 - c. Stan/Eval Program Inspections and Reviews (if applicable).
 - d. Aircrew Flight Publications. Review open AF Forms 847.
 - e. Supplementary Evaluations. Report results of evaluations conducted at both the OGV and squadron level.
 - f. MTR and Air Refueling Track Reviews (annotate date completed or "N/A" as applicable - see para 3.2.2.11.).

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal Stan/Eval inspections will be addressed and covered until they are closed out.
4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
5. Other: This is an optional paragraph that can be used as necessary.
6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

Attachment 3

AF FORM 8 COMMENT EXAMPLES

Note: Examples are provided to illustrate content rather than format. In those instances where an example may not directly apply, units will adhere to published guidance.

Figure A3.1. Generic Section IV Comments.

RESTRICTION(S) (*If required*): See para. 7.3.7.1

EXCEPTIONALLY QUALIFIED (*If desired*): See para. 7.3.7.2

EXAMINER'S REMARKS: See para. 7.3.7.3.

A. Mission Description. See para. 7.3.7.3.2. If more than one flight examiner was involved in administering the flight phase portion of the evaluation, annotate here with a "First Sortie", "Second Sortie" and have all but the final flight examiner sign a signature block (enter name, rank, and organization) under each entry (see para. 7.3.7.3.1).

B. Discrepancies. Document all discrepancies (Q- or U) or enter "None" (if "None" then Ground and Flight annotations not required). See para. 7.3.7.3.3.

1. Ground.
2. Flight.

C. Recommended Additional Training. Enter additional training or "None" (if "None" then the Ground and Flight annotations not required). See para. 7.3.7.3.4.

1. Ground.
2. Flight.

D. Additional Comments. Enter additional comments (to include Commendable areas/sub-areas) or "None." See para. 7.3.7.3.5.

1. ...
2. ...

REVIEWING OFFICER'S REMARKS: See para. 7.3.7.4.

APPROVING OFFICER'S REMARKS: See para. 7.3.7.5.

ADDITIONAL REVIEWS: See para. 7.3.7.6.

Figure A3.2. Section IV with EQ See paragraph 7 3 7 2.

EXCEPTIONALLY QUALIFIED: The examinee demonstrated exceptional aircraft handling and instrument skills during all phases of this evaluation. Rapidly changing weather and denial of service at two planned out-bases caused the examinee to have to change his plan several times in-flight, each time done quickly and efficiently so that all aspects of the mission could still be accomplished.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.3. **Section IV** with Commendable See paragraph 7 3 7 3 5 2.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. Commendable. Area 36. Task Prioritization. Brief statement describing commendable performance

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.4. [Section IV](#) with Downgrade See paragraph 7 3 7 3 3.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground. None
2. Flight. Area 36. Task Prioritization: Q-. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.5. Two Sortie with Discrepancy on First Sortie.**EXAMINER'S REMARKS:****A. Mission Description.**

First Sortie: IAW AFI 11-2MDS Vol 2.

FIRST M.I. LAST, Rank, USAF
Office Symbol

Second Sortie: Brief description of items not accomplished on first sortie.

B. Discrepancies.

1. Ground. None
2. Flight. First Sortie. Area 36. Task Prioritization: Q-. Short description of discrepancy.

C. Recommended Additional Training. None.**D. Additional Comments.** None.**REVIEWING OFFICER'S REMARKS:****APPROVING OFFICER'S REMARKS:****ADDITIONAL REVIEWS:**

Figure A3.6. Q3 with Restrictions and Additional Training See paragraph 7 3 7 1 1.

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

2. Flight. Area 36. Task Prioritization – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Ground. Examinee will review gear fail to retract EPs with an instructor and perform another EPE with gear malfunctions as an emphasis item.

2. Flight. Examinee will accomplish a supervised flight with emphasis on task management in the instrument environment.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.7. RQ Following a Q3.**EXAMINER'S REMARKS:**

A. Mission Description. This requalification evaluation was conducted... (enter short description of necessary events to regain lost qualification).

B. Discrepancies. None

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.8. Ground Recheck.

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground. None.
2. Flight. Area 25. Ability to Instruct – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Ground. Examinee will review procedures then provide an instructional brief to a squadron instructor on entries into holding and TACAN penetrations.
2. Flight. None.

D. Additional Comments. Ground recheck successfully accomplished. No further action required.

(Signature and date)

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.9. Commander-Directed Downgrade Non Flying.

RESTRICTIONS: Commander-Directed Downgrade.

EXAMINER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. None.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

ADDITIONAL REVIEWS: As required.

Figure A3.10. Commander Directed Downgrade Flying.

RESTRICTIONS: Commander-Directed Downgrade.

EXAMINER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. Document all Q- or U discrepancies.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

ADDITIONAL REVIEWS: As required.

Figure A3.11. (Added) Generic Section IV Comments for AFMC.

RESTRICTIONS : Major Smith did not complete all night training events prior to the evaluation. Major Smith is restricted to flying with an IP for any night operations/events until all required training events are complete. This restriction will be lifted when the additional training is signed off on the front of this Form 8.

EXAMINER'S REMARKS:

A. Mission Description.

First Flight: This RQ INSTR evaluation was required due to a lapse of currency. This recurring QUAL/INSTM evaluation was flown with the examinee in the right seat in day, IMC conditions. Instrument approaches were flown at Podunk AAF. The profile consisted of VOR Holding, a VOR-A non-precision approach followed by an MLS low approach. Emergency procedures and VFR patterns were not flown due to low ceilings and visibility below required minimums. Major Smith's instrument procedures were excellent.

Flight Examiner: _____

Melvin T. Peabody, Capt, USAF

48 FLTS/DOV

Second Flight: The evaluation was completed in the local IFR/VFR pattern. Weather was not a factor. Major Smith demonstrated and instructed a simulated two-engine out approach and landing. All remaining items were completed in an outstanding manner.

B. Discrepancies.

First Flight: None

Second Flight: None

C. Recommended Additional Training. None

D. Additional Comments.

Major Smith is the C-130 Command Chief Pilot. Capt Peabody was approved IAW AFI 11-202 V2, AFMC S1, paragraph 2.4.2.6. as the evaluator by Lt Col Johnson, AFMC/A3V via e-mail dated 3 Dec 2010. Major Smith is Capt Peabody's rater in the unit. This subordinate eval was approved IAW AFI 11-202 V2, AFMC S1, paragraph 4.3.1. by Major Jones, AFMC/A3V via telecom on 4 Dec 2010. Due to a lack of available evaluators, Major Brown, (AFSOC/A3V) was approved to complete this evaluation IAW AFI 11-202V2 AFMC S1, paragraph 4.3.5. via DMS message dated 28 Dec 2010. The PAR was verbally debriefed due to a lack of qualified controllers on station. This evaluation may be used to fulfill periodic requirements providing the Instrument Examination is completed NLT 31 Mar 2011. Major Smith is dual qualified. This INSTM evaluation applies to the C-12J. Major Smith was approved to perform instructor duties on 5 Jan 2011 per Col Davies' signature on the AFMC evaluation worksheet.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS: GFR

Figure A3.12. (Added) INIT CADRE QUAL.**EXAMINER'S REMARKS:****A. Mission Description.**

This initial cadre evaluation was completed on an aircraft acceptance check flight in the local Ft Worth JRB VFR pattern. Weather and winds were not a factor. All required items of this evaluation were completed in an outstanding manner.

B. Discrepancies. None.**C. Recommended Additional Training.** None.**D. Additional Comments.** None.**REVIEWING OFFICER'S REMARKS:****APPROVING OFFICER'S REMARKS:****ADDITIONAL REVIEWS:**

Figure A3.13. (Added) Initial CADRE Qualification FAA Examiner.**EXAMINER'S REMARKS:****A. Mission Description.**

This initial cadre evaluation was completed on a commercial production aircraft at the Boeing Seattle production facility. The evaluator was an FAA certified examiner. The FAA evaluation worksheet is attached. This evaluation meets all applicable USAF/AFMC requirements IAW AFI 11-202 V2, AFMC S1 and AFI 11-2FT Vol 2.

B. Discrepancies. None.**C. Recommended Additional Training.** None.**D. Additional Comments.**

Major Smith is certified as an initial cadre mission pilot, instructor pilot and is certified a USAF/AFMC evaluator in the F-35 IAW AFI 11-202 Vol 2, AFMC S1, paragraph 5.13.

REVIEWING OFFICER'S REMARKS:**APPROVING OFFICER'S REMARKS:****ADDITIONAL REVIEWS:**

Figure A3.14. (Added) Initial CADRE Qualification Certification Letter.**EXAMINER'S REMARKS:****A. Mission Description.**

This initial cadre certification is for the Global Observer capabilities demonstration aircraft.

B. Discrepancies. None**C. Recommended Additional Training.** None.**D. Additional Comments.**

Major Smith is certified as an initial cadre mission pilot, instructor pilot and is certified a USAF/AFMC evaluator in the Global Observer IAW AFI 11-202 Vol 2, AFMC S1, paragraph 5.13.

REVIEWING OFFICER'S REMARKS:**APPROVING OFFICER'S REMARKS:****ADDITIONAL REVIEWS:**

Attachment 4**AF FORM 8A COMMENT EXAMPLE****Figure A4.1. Q1 Universal QUAL MSN.**

EXAMINER'S REMARKS: (If applicable. Repeat if necessary for each aircraft.)

A. Mission Description. This evaluation was completed on an F-16B aircraft. Capt Bones demonstrated all egress procedures in an excellent manner. All required equipment use and limitations were evaluated simulating a representative test sortie.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A4.2. (Added) Non-Rated Aircrew Qualification.**EXAMINER'S REMARKS:****(First Aircraft listed)****A. Mission Description.**

This evaluation was completed on an F-16B aircraft. Capt Bones demonstrated all egress procedures in an excellent manner. All required equipment use and limitations were evaluated simulating a representative test sortie.

First Aircraft Examiner: _____

John J. Jones, Capt, 445 FLTS/DOV

B. Discrepancies. None.**C. Recommended Additional Training.** None.**D. Additional Comments.** None.**(Second Aircraft listed – repeat as needed)****A. Mission Description.**

This evaluation was completed on an F-15D aircraft. Capt Bones demonstrated all egress procedures in an excellent manner. All required equipment use and limitations were evaluated simulating a representative test sortie.

Second Aircraft Examiner: _____

Jack Q. Jackson, Capt, 40 FLTS/DOV

B. Discrepancies. None.**C. Recommended Additional Training.** None.**D. Additional Comments.** None.**(Final Aircraft listed)****A. Mission Description.**

This evaluation was completed on an C-17 aircraft. Capt Bones demonstrated all egress procedures in an excellent manner. All required equipment use and limitations were evaluated simulating a representative test sortie.

B. Discrepancies. None.**C. Recommended Additional Training.** None.**D. Additional Comments.** None.**REVIEWING OFFICER'S REMARKS:****APPROVING OFFICER'S REMARKS:****ADDITIONAL REVIEWS:**

SAMPLE AF FORM 942

Figure A5.1. Sample AF Form 942.

[illegible]

Attachment 6

SAMPLE AF FORMS 4348

Figure A6.1. Initial Review.

USAF AIRCREW CERTIFICATIONS									
THIS IS TO CERTIFY THAT									
NAME (LAST, FIRST, MIDDLE INITIAL) Magellan, Ferdinand R.		SSAN XXX-XX-9999	ACFT MC-130H	UNIT ORGANIZATION AND LOCATION 15 SOS, Hurlburt AFB, FL					
CERTIFIED EVENT		DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DECERTIFICATION			
INSTRUCTOR						DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL ORGANIZATION		
Touch and Go Landing		20020625	Lt Col Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>			
Capt Joe Instructor, 8 SOS/DO						<input type="checkbox"/>			
Drop Zone Controller (DZC)		20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>			
Capt Joe Instructor, 8 SOS/DO						<input type="checkbox"/>			
Landing Zone Safety Officer (LZSO)		20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>			
Maj Ira M. Pressive, 8 SOS/DO						<input type="checkbox"/>			
Close Interval Operations/MP		20080718	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>			
Maj Pencil Head, 15 SOS/DO						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to record aircrew certification DISCLOSURE IS VOLUNTARY; SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification. AF Form 4348 20061208									

Figure A6.1. (AFMC) AF FORM 4348 Aircraft Qualification Example.

USAF AIRCREW CERTIFICATIONS						
THIS IS TO CERTIFY THAT						
NAME (LAST, FIRST, MIDDLE INITIAL) Jones William B.		SSAN 123-45-6789		ACFT C-130		UNIT ORGANIZATION AND LOCATION 312 FLTS, Nowhere AFB, CA
CERTIFIED EVENT INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DECERTIFICATION	
					DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION
C-130B	20100316	/s/signed/ Joe Bago, Lt Col 312 FLTS/DO	Previous qual and training verified upon in-processing	20100509	<input type="checkbox"/>	
Previous Qual					<input type="checkbox"/>	
C-130E	20100316	/s/signed/ Joe Bago, Lt Col 312 FLTS/DO	Previous qual and training verified upon in-processing	20100509	<input type="checkbox"/>	
Previous Qual					<input type="checkbox"/>	
RC-130Z	20101011	/s/signed/ Joe Bago, Lt Col 312 FLTS/DO	Initial Cadre See Form 8 dated xx XXX xx	20101011	<input type="checkbox"/>	
Form 8					<input type="checkbox"/>	
C-130K Mk III	20101011	/s/signed/ Joe Bago, Lt Col 312 FLTS/DO	RAAF Conversion/Difference Training	20101111	<input type="checkbox"/>	
Capt ima Instructor					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 9013; EO 9397
 PRINCIPAL PURPOSE: Source document used to record aircrew certification.
 DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification.

AF Form 4348 2008-1208

Figure A6.2. Certification and Decertification.

USAF AIRCREW CERTIFICATIONS									
THIS IS TO CERTIFY THAT									
NAME (LAST, FIRST, MIDDLE INITIAL) Magellan, Ferdinand R.		SSAN XXX-XX-9999	ACFT MC-130H	UNIT ORGANIZATION AND LOCATION 15 SOS, Hurlburt AFB, FL					
CERTIFIED EVENT		DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DECERTIFICATION		DECERTIFYING OFFICIAL ORGANIZATION	
INSTRUCTOR						DISCRETIONARY FOR CAUSE			
Touch and Go Landing		20020625	Lt Col Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>			
Capt Joe Instructor, 8 SOS/DOV						<input type="checkbox"/>			
Drop Zone Controller (DZC)		20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>		Lt Col Steve Starr 15 SOS/CC	
Capt Joe Instructor, 8 SOS/DOV						<input type="checkbox"/>			
Landing Zone Safety Officer (LZSO)		20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>		Lt Col Steve Starr 15 SOS/CC	
Maj Ira M. Pressive, 8 SOS/DOV						<input type="checkbox"/>			
Close Interval Operations/MP		20080718	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>			
Maj Pencil Head, 15 SOS/DOV						<input type="checkbox"/>			
FARP		20080815	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>			
Capt Roger Cuethree, 15 SOS/DOV						<input type="checkbox"/>			
Flight Examiner		20100105	Lt Col Barry Reid 15 SOS/CC		20100730	<input type="checkbox"/>		Lt Col Barry Reid 15 SOS/CC	
Lt Col Robert Smart, 15 SOS/DOV						<input checked="" type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to record aircrew certification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification.									

Attachment 7**FCIF TEMPLATE**

Note: The information below is an example of a template MAJCOMs may use when drafting an FCIF.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: The Subject Line contains the FCIF number and title of the FCIF (if applicable)

1. Applicability paragraph. This paragraph lists the MAJCOM(s) that the FCIF item is applicable to, and those MAJCOMs for which the FCIF item is "for information only." May also include applicable aircraft or units as necessary.
2. Directive paragraph. Use this paragraph to give direction to aircrews regarding procedures or guidance. This information should be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. Amplification paragraph. This paragraph should focus on background information to the aircrews or any other amplifying data deemed necessary by the FCIF item author for aircrews to understand the impetus behind the FCIF item. The FCIF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.
 - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
 - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the FCIF item is to be placed (Part B or C), and how for long the FCIF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the FCIF item within a desired period of time, FCIF item POC(s), and the POC phone number and email address.

Attachment 8**SELF-ASSESSMENT CHECKLISTS**

A8.1. IAW AFI 90-201, all Air Staff offices will develop self assessment checklists for wing and wing equivalents. Compliance requirements will be coordinated with MAJCOMs and NGB and loaded into MICT. (See [paragraph 2.2.2.5](#))

A8.1.1. The aircrew Stan/Eval functional area SAC will be IAW AFI 90-201. Checklist terminology is based on specific terms (IN COMPLIANCE, IN COMPLIANCE WITH COMMENTS, NOT IN COMPLIANCE) defined in AFI 90-201.

A8.1.2. As provided for in AFI 90-201, MAJCOMs may supplement HAF prioritized inspection requirements with MAJCOM-specific requirements, as required. MAJCOMs may develop and maintain MAJCOM-specific inspection requirements where no HAF functional inspection requirements exist. See AFI 90-201.